

**EASTERN SERVICE UNIT  
NOTICE OF INTENT TO EMPLOY**

**POSITION:** Supervisor of Special Education

**LOCATION:** Eastern Service Unit - Fruitport, Oakridge, Orchard View and Ravenna

**LENGTH OF CONTRACT AND SALARY:** 41 week base contract year; salary dependent upon degree and years of experience.

**QUALIFICATIONS**

- Must possess or be eligible for Michigan certification as a Supervisor of Special Education
- Experience with a range of ages and disabilities
- Must be current with all legal requirements governing special education
- Must possess a valid Michigan Driver's License

**PERFORMANCE RESPONSIBILITIES**

- Supervises and coordinates special education classroom programs and teachers and is responsible for the overall direction, coordination and evaluation of staff and programs;
- Evaluates on an ongoing basis, the curriculum, procedures, and individual student needs and achievements;
- Supervises and/or coordinates staff assignments, in-service and training of teachers, home instruction for special needs students, and special education transportation;
- Oversees procedures for initial evaluation, placement, assignment, and re-evaluation of students with regard to the special education program;
- Provides programs to support special education students with general education curriculum;
- Consults with parents of students enrolled in special education programming;
- Implements procedures to maintain compliance with state and federal guidelines affecting student discipline;
- Assists with interviewing, recommending for hire, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems;
- Ability to apply knowledge of current research and theory in specific field;
- Ability to establish and maintain effective working relationships with students, staff and the community;
- Must be able to travel between school buildings, districts, and cities;
- Follow and implement all Board of Education policies, administrative guidelines and building regulations;
- Willing to perform other duties as necessary and/or directed by the special education director and/or Eastern Service Unit superintendents.

**Internal candidates** interested in applying for this position may do so by sending a letter of interest to ESU Director, Greg Bodrie. 3255 E. Pontaluna Rd Fruitport, MI 49415.

**External candidates** may apply electronically by clicking on the Employment link under the Department tab on our district website at [www.fruitportschools.net](http://www.fruitportschools.net).

**Date of Posting: 11/10/2023**

**Date Posting Ends: Until Filled**

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001

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