



Richard Machesky Ed.D.
Superintendent of Schools

Administration Building
4400 Livernois
Troy, MI 48098

Position: Special Education Supervisor
Location: Services Building
Reports to: Director of Special Education
Salary: \$97,654-\$127,761
Posting Date: November 20, 2024
Deadline Date: Until Filled
Starting Date: January 6, 2025

Qualifications:

- Master's degree or higher
- Valid elementary or secondary Michigan teaching certificate with at least three years of successful teaching experience, or appropriate related certification
- Thirty semester hours of graduate credit in a state-approved program in school administration
- State mandated professional development requirements
- Eligibility for temporary or full approval as a Special Education Supervisor
- Possession or eligibility to possess a Michigan Central Office Administrator's Certificate
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Responsibilities:

- Assists in the implementation, evaluation, and revision of processes, policies and programs to address the needs of students with disabilities.
- Supervises and coordinates Special Education programs including categorical programs for students with a variety of complex needs, including regular contact and consultation with building principals concerning on-site support of special education programs and services.
- Conduct ongoing monitoring of special education programs and services to ensure compliance with IDEA and Michigan Administrative Rules for Special Education (MARSE).
- Serve as immediate supervisor for assigned itinerant staff and assists in the staff evaluation process as assigned.
- Advises and assists principals and teams regarding the special education referral, evaluation, and placement process, including facilitation of Individualized Education Program team meetings (as needed).
- Supervises and coordinates home instruction for homebound or hospitalized students
- Assists in recruitment, selection and recommendation for hiring of special education staff
- Supervises special education data systems (such as MI-Star and Powerschools Special Populations)
- Supervises services for students in registered Non-Public Schools and registered home schools in the TSD
- Provides leadership regarding hiring of, planning for, placing of, and training of para educators and student aides
- Ensures a collaborative partnership with the Special Education Leadership Team and the TSD Teaching and Learning Team.
- Supervises and coordinates statewide testing for students who take the alternate state assessment
- Performs other duties as required by Director of Special Education

Method of Application:

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your Applitrack application. **Please do not fax, email or send applications** directly to the District. Questions regarding your application process should be directed to the Assistant Superintendent of Employee Services/Troy School District.

Nondiscrimination:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should contact the Assistant Superintendent of Employee Services at Troy Schools.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.