



MISSISSINEWA COMMUNITY SCHOOLS
Director of Special Education, Corporation Level

Job Description:

Mississinewa Community School Corporation is seeking a dynamic administrative candidate to fill a **Director of Special Education, Corporation Level**.

This position is a Director/Supervisor position. The successful candidate will be expected to fulfill corporation duties as well as building level responsibilities. Salary will be commensurate with training and experience.

Job Requirements:

Mississinewa Community Schools is seeking an educational leader with a strong background in Special Education with emphasis on laws, regulations and guidelines related to special education programs, budget development and administration, decision-making and organizational development and desires to be part of a proactive and innovative team.

A Special Education Director's License is preferred.

The candidate:

- Organizes and administers the Special Education Programs
- Values communication and is willing to be an equal member of the administrative team
- Advocates for all students enrolled at Mississinewa Community Schools
- Works closely with building level administrators
- Ensures and monitors confidentiality and compliance with mandated Federal and State laws and regulations for Special Education
- Understands the importance of analyzing data as it pertains to student achievement and students' opportunities
- Supports and maintains a professional attitude and understands the importance of confidentiality in professional relationships
- Receives and interprets information concerning special education programs to all schools, appropriate staff, parents, public and private agencies
- Assists in the recruitment, selection, placement and evaluation of staff
- Directs and supervises the work of the secretary of the Special Education program
- Performs related duties as assigned by the Superintendent
- Works cooperatively with the Grant County Coop Director
- Provide direction to the Superintendent in the achievement of the short- and long-term educational goals of the school corporation
- Establish and maintain special education classes under Article VII of the Department of Special Education, Indiana Department of Education
- Assist in assessing programs and making appropriate recommendations for implementation, expansion or deletion of programs.
- Assist in the selection, assignment, supervision, evaluation, and transfer of personnel in assigned areas.
- Complete necessary state reports periodically

- Provide services for homebound teaching programs
- Complete necessary state reports
- Ensure students receive services for which they are eligible and take reasonable actions necessary to prevent harm or injury to a student as determined by the student's Individual Health Plan (IHP), Individual Education Plan (IEP) or 504 Plan
- Maintains regular attendance and punctuality
- Assists other personnel as needed to ensure an efficient and effective working environment
- Keep informed of new information, innovative ideas and advanced techniques

Contact Information

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Application Instructions:

Applicants are encouraged to contact Mrs. Winter with any questions. Please include a letter of interest, current resume/VITA, college or university transcripts, valid Indiana administrative license, and other documents as determined by the applicant. All documents are to be submitted to Lezlie Winter.