

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director

Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Director of Special Education

SALARY: To Be Determined

REPORTS TO: Emergency Manager

PURPOSE STATEMENT

To provide sound educational programs for children who require at least a partially different program from regular classroom programs.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Organizes and administers the Special Education Programs.
- Prepares, recommends, interprets and administers the total program in Special Education and provides expenditure control.
- Ensures and monitors confidentiality and compliance with mandated Federal and State laws and regulations for Special Education.
- Provides leadership in establishing new programs and developing improved understanding of existing programs.
- 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 supervisors and administrators of Special Education programs.
- Performs related duties as assigned by the Assistant to the Superintendent.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

All assigned staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Laws, regulations and guidelines related to special education programs.
- Budget development and administration.

Skill in:

- Decision-making and organizational development.

Ability to:

- Demonstrate effective verbal and written communication.
- Establish and maintain effective working relationships with employees, outside agencies and the public.
- Complete projects in a timely and efficient manner.
- Additional duties as assigned

EDUCATION AND EXPERIENCE

Masters Degree in Special Education from an accredited college or university preferred. A minimum of three (3) years of successful experience in administering and/or managing special education programs. Five (5) or more years of successful teaching/administrative experience.

CERTIFICATION

Must possess or qualify for an Indiana Certification as Director of Special Education.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test
- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment & Staff"
900 Gerry Street
Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER