



Central Office

Duane Lange, Superintendent/SCC Principal
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Special Education

Renee Jansen, Director
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

VACANCY NOTICE October 21, 2024

Position: Principal/Supervisor of Special Education Programs

Reports To: Director of Special Education

Starting Date: To Be Determined (Tentative December 9, 2024)

Qualifications:

- An earned Master's Degree or equivalent.
- Valid Michigan Teacher's Certificate with full approval in at least one area of special education.
- Three years of successful experience in special education.
- Approval as a Supervisor of Special Education or ability to obtain approval
- Valid Michigan School Administrator Certificate
- Demonstrates dynamic interpersonal skills working with parents, staff and representatives of constituent school districts and agencies.
- Ability to organize, generate, direct and monitor small and large group activities.
- Effective written and oral communication skills required.
- Demonstrated skills in problem solving and decision making required.
- Ability to exercise good judgment and make decisions in accordance with Board policies and established administrative operating procedures.
- Administrative Experience Preferred

Duties & Responsibilities:

- Implement, supervise and coordinate all programs and services.
- Assist in recruiting, selection, orientation and evaluation of teachers and itinerant personnel for programs
- Supervise office personnel
- Facilitate and coordinate IEPT meetings in the assigned area of responsibility
- Coordinate with contracted school psychologist for annual testing needs
- Monitor and enforce discipline when necessary
- Attend monthly principal and administrative meetings for collaboration
- Continuously monitor and evaluate the district's special education programs and services for compliance and quality.
- Check compliance items on a regular basis (caseload counts, hourly counts, IEPT forms).
- Ensure that annual review IEPs are conducted in a timely and effective manner.
- Develop and/or review the curriculum of the special education programs and services as requested
- Represent the district on various district and community planning committees.
- Coordinate and facilitate all state assessments for the district
- Coordinate with administrative team for school improvement and manage MICIP duties
- Perform other duties as assigned.

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.

**Central Office**

Duane Lange, Superintendent/SCC Principal
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Special Education

Renee Jansen, Director
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Contract, Salary & Benefits:

- 230 Day Administrative Contract
- Starting salary based on education and experience
- Annuity, health, dental, vision, life, and disability insurance benefits

Application Process:

Persons interested in the position of Principal/Supervisor of Special Education Programs for the Sanilac Intermediate School District should submit a letter of application, resume, written letters of reference and applicable Michigan Department of Education certifications to:

Renee Jansen
Director of Special Education
Sanilac Intermediate School District
175 East Aitken Rd.
Peck, MI 48466
rjansen@sanilacid.org

APPLICATION DEADLINE IS November 8, 2024

*"Recognizing the value and needs of each person, the Mission of the **Sanilac Intermediate School District** is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."*

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.