

## **JOB POSTING**

Position Title: Special Education Supervisor  
Date Posted: May 8, 2026  
Date Available: July 1, 2026

### **SUMMARY**

Use leadership, supervisory, and administrative skills to ensure that students with disabilities are provided with sound educational programs, experiences, and services commensurate with their needs and abilities, as defined by State and Federal Guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise, develop, coordinate, and evaluate assigned programs, curriculum, certified and non-certified personnel, Individualized Education Programs (IEPs), placement, and scheduling.
- Complete health, safety, security, and emergency procedures.
- Complete and supervise the completion of necessary reports, evaluations, assessments, budgets, and related business procedures as required by ESD administration.
- Serve as a resource person to special education staff, principals, and the community.
- Develop and maintain positive working relationships with parents, civic organizations, and other agencies involved with persons with disabilities.
- Promote and provide leadership for continuous improvement activities.
- Perform other duties deemed necessary and appropriate as assigned.

### **EDUCATION/SKILLS/QUALIFICATIONS**

- Full Approval for Supervisor of Special Education or Master's Degree; a special education endorsement; three years of experience in special education, and enrollment in a program to obtain Supervisor approval
- Must be able to satisfy R340.1772 of the Michigan Administrative Rules for Special Education for Supervisor of Special Education Approval
- Working knowledge of and compliance with State and Federal statutes and regulations
- Ability to speak clearly and concisely in written and oral communication
- Demonstrated proficiency in the use of technology and computer skills
- Strong ability to multitask and detail-oriented
- Regular, reliable, and punctual attendance is required
- Valid Michigan Driver's License

**BENEFITS/WORKING CONDITIONS:** Competitive salary and benefits per West Shore ESD Administrative Agreement.

**APPLICATION PROCESS:** Please send your resume and credentials to [humanresources@wsesd.org](mailto:humanresources@wsesd.org)