



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 10/31/2016

#### *Administrator for Early Childhood Special Education Programs*

**JobID: 3729**

**Position Type:**

Administration

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**Date Posted:**

10/31/2016

**Location:**

KRESA/West Campus

**Closing Date:**

11/18/2016

**Division:**

Early Childhood

**Position Type:**

Full-time, 12-Month

**Summary:**

Leads and coordinates high quality and innovative special education programs for early childhood students receiving locally based Kalamazoo RESA services. Must have the ability to work positively in a highly collaborative manner with early childhood leaders and community partners to prepare students for success in their lives. Through a passion for early childhood special education, a strong work ethic, and a comprehensive understanding of early childhood developmental challenges, the administrator will drive measurable improvements in early childhood special education outcomes for children in the area.

**Responsibilities:**

- Act as a role model and leader for Early Childhood Special Education support.
- Supervise and evaluate staff as well as instruction and support staff.
- Monitor compliance with established practices and regulations.
- Develop budget plan and monitor expenditures and revenue.
- Initiate and/or guide positive system changes and training practices.
- Serve as School District Liaison for designated programs utilizing early childhood special education support.
- Recommend professional development for related staff.
- Insure communication and marketing of services with local districts, parents,

- community agencies, etc.
- Interpret laws, rules and regulations to students, parents and staff.
- Oversee the preparation of reports for federal, state and local regulatory agencies.
- Responsible for recruiting and hiring highly qualified Early Childhood Special Education staff.
- Other duties as assigned.

**Qualifications/Preferred Skills:**

Prefer Master's degree or equivalent related combination of experience and education in Special Education Administration. Special Education Supervision Certification or eligible for temporary approval as a Special Education Supervisor. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

***Apply online at [www.kresa.org/jobs](http://www.kresa.org/jobs)***

**Kalamazoo RESA is an Equal Opportunity Employer/Program.**

**Auxiliary aids and services are available upon request to individuals.**

**It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Assistant Superintendents: Tom Zahrt, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.**

FMLA regulations require all employers to post the [updated FMLA notice](#).

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