

SPRUCE MOUNTAIN SCHOOL DISTRICT

Regional School Unit No. 73

Jay, Livermore, Livermore Falls

October 26, 2021

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Director of Special Services

Spruce Mountain School District

Description:

This is a full-time position, 8 hours per day for 260 days per year. RSU 73 will also accept applications for an Interim Director of Special Services until a full time position can be filled.

RSU 73 is seeking to employ a Director of Special Services to be part of a dynamic administrative team. RSU 73 is searching for a collaborative Director who has strengths in instructional leadership, effective time management skills, superior interpersonal skills and the ability to advocate for students and families. The ideal candidate will have some previous experience in administration and will be eligible for an 030 endorsement from the Maine DOE. Professional responsibilities will include the management of a local budget, Local Entitlement funds, program development and oversight, and compliance with State and local paperwork related to special education and billing. In addition, the Director will supervise and evaluate special educators, service providers and educational technicians as well as assist with RSU 73 Gifted / Talented application, reporting and program oversight.

Qualifications:

- Director of Special Education State of Maine Certification (030)
- Criminal History Records Check (CHRC) approval
- Successful prior experience as a Director of Special Services for K-12 (preferred)
- Successful prior experience as a special education teacher
- Ability to interpret and implement Maine Department of Special Education Regulations (chapter 101), IDEA, FERPA, and Section 504
- To be a creative, outside the box thinker to best meet the needs of a diverse student population
- Ability to develop and administer the special education budget
- Ability to effectively and actively supervise all special education programs and staff, including behavioral programs, developmental programs and multi-aged resource rooms
- Ability to effectively communicate orally and in writing with students, parents, staff, and administrators
- Ability to oversee and provide leadership to required IEP activities, ensuring IEP's are developed and implemented as required by law.
- Ability to maintain a high level of ethical behavior and diligently maintain confidentiality regarding student information

All interested candidates should submit:

A completed RSU 73 Administrator application, cover letter, resume, DOE certification, college transcripts and three letters of recommendation. **APPLICATION DEADLINE IS NOVEMBER 19TH, 2021**

Please submit your application packet to:

Superintendent of Schools Office

Attn: Laura White, Administrative Assistant

9 Cedar Street, Livermore Falls, ME 04254

Closing date: when suitable candidates are found

E. O. E.

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(In house & public)