



# Mount Clemens Community Schools

## **Open Position: Special Populations Coordinator**

**DEADLINE: Until Filled**

**START DATE: ASAP**

**SALARY: \$90,000-\$110,000**

**LOCATION: District**

**REPORTS TO: Superintendent**

### **Responsibilities include, but not limited to:**

- In collaboration with the principal, ensure compliance by the school with all local and federal laws and regulations relating to students with IEPs; ensure implementation of all special population plans.
- As needed, plan, implement, and facilitate professional learning and coaching for school staff related to maintaining compliance for special populations programs.
- Participate in the development and implementation of district procedures for programs.
- When needed, provide requested special populations data, reports, etc., required for grant applications and/or audits.
- Upon request, follow identified procedures for the collection and reporting of special population data for district, authorizer, county, state, and federal reports.
- Provide guidance for all special populations disciplinary actions i.e. attending board meetings as needed.
- Facilitate implementation of mediation and/or dispute resolution efforts for special populations as requested.
- As needed, coordinates all contractual services in collaboration with the Finance/HR Department:
  - Being the point of contact for new and existing vendors.
  - Leading interviews and providing recommendations for hire to the HR Department.
  - Manage and monitor any vendor/contract hires to evaluate continued partnership.
  - Make recommendations to Finance/Operations as to whether to continue or end a vendor relationship.
- Coordinate with Special Population team members to ensure all documents are completed in a timely manner (according to district, authorizer, county, state, and federal policies and procedures).
- Upon request, provide input to the Curriculum Coordinator and/or School Improvement Team to identify and develop appropriate curriculum and school-based assessments to support the academic growth of students with IEPs
- As the accommodation coordinator, collaborate with the testing coordinator to ensure the needs of accommodated students are met by:
  - Applying for PSAT/SAT accommodations
  - Identifying students who require accommodations and names appropriate accommodations per student for district and state testing
  - Providing input as requested regarding the administration of tests
- Maintain knowledge regarding developing special populations issues, i.e., changes in federal and local policy, through independent study, professional learning, and State, county, or authorizer meetings and communications.



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- Maintain confidentiality of student records and student information.
- Provide requested SpEd compliance-related data for Special Populations staff to the principal related to the evaluation of Special Populations staff.
- In collaboration with the principal, manage special populations-specific family inquiries, including, but not limited to, complaints and requests for evaluation.
- Participate in school-wide MTSS process as needed.
- Provide budget and ordering requests related to special populations annually.
- Identify recommended technical needs in PowerSchool Special Programs and report to supervisor, and support special populations staff in the use of PS Special Programs.
- Performs other functions and duties as assigned by the Superintendent or designee.

## **Qualifications:**

- Preferred – Master's Degree in Education; BS in Special Education required.
- Michigan Teacher Certification in Special Education required; Michigan Certification in Educational Leadership preferred.
- Exceptional leadership, organization, planning, communication skills, and flexibility and desire to work as part of a team.
- Clear criminal history check, physical, and drug test, required; first aid training.

Please direct any questions regarding the position to Jennifer Daws [HR@mtcps.org](mailto:HR@mtcps.org)

**Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references in one document via email above or mail them to:  
Human Resource-Mount Clemens Community Schools 167 Cass Avenue – Mount Clemens, MI 48043**

## **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the Mount Clemens Community School District that no person shall, on the basis of race, religion, color, national origin, gender, age, height, weight, marital status, or disability, be excluded from participation and be denied benefits, or be subjected to discrimination under program or activity and in employment, further, the Mount Clemens Board of Education strictly adheres to provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and all Michigan Department of Education policies and regulations prohibiting discrimination.