



POSITION OPENING

Assistant Director of Special Education

For 2017-2018 School Year

POSITION: Hiawatha Valley Education District is seeking a talented, self-motivated Assistant Director of Special Education. This position serves multiple school districts within the Education District. Travel between member districts is required.

SALARY RANGE: Salary is based on education and experience. Full benefits package available.

START DATE OF EMPLOYMENT: July 2017

QUALIFICATIONS:

- Appropriate Special Education background and certification as a Director of Special Education
- Knowledge of educational curriculum, individualization of instruction, and analytic teaching approaches
- Skill in interpreting Special Education needs to administrators, teachers, parents, and other professionals
- Demonstrate leadership skills
- Knowledgeable in conducting activities directed toward group planning with outcomes of goals and/or action plans
- Ability to take direction and work efficiently and effectively as part of an administrative team

RESPONSIBILITIES (include but not limited to):

- Responsible to the Executive Director of Hiawatha Valley Education District
- Works with the district administration and/or appropriate designee(s) in assigned school districts
- Responsible for supporting, supervising, observing, and evaluating HVED itinerant staff, as assigned
- Completes restrictive procedures reporting for individual districts
- Provide consultation on strategies to assist learners
- Assists with monthly monitoring of budgets and grants. Helps collect information from all sub-contracts/sub-award recipients.
- Develop and maintain program monitoring and evaluation instruments and procedures to ensure appropriateness of instruction
- Complete special education state forms for the Education District and member districts

APPLICATION DEADLINE: Until position is filled

APPLICATION MATERIALS REQUIRED:

- Cover Letter and Resume
- Copy of transcripts and licenses
- Minimum of three current (within 12 months) letters of recommendation
- Completed employment application form (found at www.hved.org)

APPLY TO:

Sarah Huerta, Human Resources Manager
Hiawatha Valley Education District
1410 Bundy Boulevard
Winona, MN 55987
Email: HR@hved.org