

# Director of Pupil Special Education / Student Learning - Vacancy ID: 28269

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## Vacancy Details

**Position Type:** Administrator**Openings:** 1

## Contact

**Name:** Rich Appel**Email:** [rappel@horicon.k12.wi.us](mailto:rappel@horicon.k12.wi.us)**Website:** <http://www.horicon.k12.wi.us/>

## Position Details

**Start Date:** 07/01/2018**Close Date (11:59 p.m. Central):** 04/13/2018**URL:** <http://www.horicon.k12.wi.us/>**Title:** Superintendent of Schools**Phone:** 9204852898**Appointment Type:** Full Time

## Description

The School District of Horicon is seeking a dynamic, knowledgeable, collaborative leader in a blended position as our Director of Special Education and Director of Student Learning for grades PreK-12 commencing with the 2018-2019 school year. This administrative position is a (200) day contract beginning on July 1st and extending through June 30th. The Special Education Director is responsible for delivering special education services with oversight of gifted & talented, school counseling, foster & homeless programs, English Language Learners, Medicaid billing, contracted services, and DLM assessments. Requirements include staff evaluations for special education and student services as well as special education instructional assistants. Ideal candidates have high expectations, believe all students can learn, embrace inclusive classrooms, support co-teaching, and possess experience with Professional Learning Communities. Essential Duties and Responsibilities include: Manage grades PreK-12 caseload for students with Individualized Learning Plans (IEP), Service Plans, and Building Accommodation Plans. Support the enrollment process by reviewing student files/records and plan for incoming students with IEP's, Service Plans, and Building Accommodation Plans (BAP). Work in partnership with PreK-12 Principals and School Counselors on placement testing of incoming students. Direct Elementary, Middle, and High School Instructional Assistants in their work to support student progress. Share information with staff regarding best practices in special education, instructional issues, and state and federal requirements regarding services for students with special needs and disabilities. Facilitate communication and working relationships with parents, outside agencies and community resources.

In addition, this position will also be the District's Director of Learning. For this part of the position we are seeking an experienced, knowledgeable, collaborative leader for the position of Director of Curriculum and Instruction. The district is home to approximately 750 students in grades Pre-K through 12 and 60 teaching staff housed in two buildings in the beautiful community of Horicon which is near the largest Marsh in North America and located in Dodge County (45 minutes to Madison, 45 Minutes to Milwaukee). Staff and administration are dedicated to providing a safe and healthy environment, promoting a love of learning, and striving to ensure every student has the knowledge, skills and dispositions to reach their potential. This position will collaborate with the administrative team and staff to coordinate and conduct professional development activities for all staff with emphasis on learning for all.

**Preferred Qualifications:** Masters Degree or higher with a major in Special Education, Administration, Psychology, Counseling, or Related Services.

Preferred minimum of 3 years experience in special education, or related service leadership role. Extensive understanding of state and federal special education regulations and laws. Be able to recruit, hire and supervises special education. Work with outside agencies to access additional services for students. Excellent oral and written communication skills.

Please apply through WECAN. Any specific questions regarding this position can be directed to Rich Appel, Superintendent of Schools, [rappel@horicon.k12.wi.us](mailto:rappel@horicon.k12.wi.us), 920-485-2898.

# Candidate Requirements

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**Years of Experience:** 1

**Licenses:**

- Director of Instruction
- Director of Special Education/Pupil Services
- Administrative Instructional Program Coordinator/ Gifted and Talented license

**Degree:** Master

**Additional Requirements:**

- Resume
- Cover Letter
- Letters of Recommendation
- Standard Questions
- Transcript