Vacancy Announcement

Director of Special Education

The Northern Lights Special Education Cooperative (NLSEC) is seeking a Director of Special Education beginning the 2024-2025 school year. The NLSEC serves thirteen member districts in eastern Minnesota near the Duluth area. Interested candidates can learn more about the cooperative by visiting the website at www.nlsec.org. Salary and benefits are negotiable based on the qualifications and experience of the selected finalist.

Interested applicants should send a cover letter, resume, three reference letters and unofficial transcripts to:

Aaron Fischer, Superintendent
Esko Public Schools, ISD 99
PO Box 10
Esko, MN 55733

Interested applicants may also submit paperwork electronically to https://form.jotform.com/241374812405149

The position is considered open until filled with an initial review of applications beginning June 25, 2024.
Northern Lights Special Education Cooperative

16 E Highway 61, PO Box 40, Esko, MN 55733
(218)655-5018 ~ Fax (218)451-4511
www.nlsec.org

Special Education Director

Position Title: Director of Special Education

Licensure:
A valid license to serve as Special Education Director in the State of Minnesota as provided by applicable state laws, rules, and regulations.

Reports to: NLSEC District Superintendents

Summary: The special education director serves as an educational leader to ensure effective and efficient provision of specialized instructional services for children with disabilities.

Essential Duties and Responsibilities
The Special Education Director is responsible to:

1. Oversee the preparation of all necessary special education reports for the 12 Cooperative school districts including:
   ▪ Application for state and federal aids
   ▪ December 1st Special Education Child Count
   ▪ Tuition agreements, tuition billing process and contracts for service
   ▪ Federal and state budgets
   ▪ Other reports as requested by state and federal agencies

2. Set yearly priorities for areas of focus and update progress at each NLSEC Board meeting.

3. Oversee and/or participate in planning and implementation of staff development for special and regular education staff as it pertains to special education.

4. Assist Cooperative school districts with the employment and supervision of special education staff.

5. Assist Cooperative school districts with program development to ensure students receive a free and appropriate public education.

6. Provide direction to the Cooperative districts by conducting Cooperative Board meetings. Provide information and make recommendations to ensure appropriate services for children with disabilities.
7. Prepare and present reports to school boards as requested by superintendents in the Northern Lights Special Education Cooperative.

8. Oversee direction for member districts in the implementation of extended school year services.

9. Maintain knowledge of and interpret special education statutes, rules and regulations for district administrators, special and general education staff and parents.

10. Provide assistance to district administrators, parents and Northern Lights Special Education Cooperative staff when the delivery of special education services needs to be mediated.

11. Investigate and prepare a written response on behalf of districts for formal complaints filed with the Minnesota Department of Education, Division of Accountability and Compliance.

12. Provide direct supervision to NLSEC office staff whose services are shared by the 12 NLSEC member districts.

13. Meet regularly with the following groups to provide/discuss current special education information:
   - Parent Advisory Committee
   - Elementary and Secondary principals
   - School psychologists
   - School social workers
   - School nurses
   - Northern Lights Special Education Communication Committee
   - Northern Lights Special Education Interagency Council
   - Representatives from county services (5 counties)

14. Oversee and monitor the activities of the Northern Lights Interagency Council

15. Serve as co-chair of the NLSEC parent advisory committee

16. Perform all other duties incident to the position of Special Education Director and such other duties as may be periodically prescribed by the Cooperative Board.