



# CASSOPOLIS PUBLIC SCHOOLS

**Cassopolis Public Schools  
Administration Office**  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0500  
Fax: 269-445-0505  
[www.cassopolis.k12.mi.us](http://www.cassopolis.k12.mi.us)

**Superintendent**  
Dr. Angela Piazza  
269-445-0503

**Sam Adams Elementary School**  
114 S. Depot Street  
Cassopolis, MI 49031  
Phone: 269-445-0517  
Fax: 269-445-0521

**Principal**  
DeeAnn Melville-Voss  
Phone: 269-445-0515

**Assistant Principal**  
Debora Stermer  
Phone: 269-445-0530

**Ross Beatty Jr./Sr. High School**  
22721 Diamond Cove Street  
Cassopolis, MI 49031  
Phone: 269-228-5833  
Fax: 269-445-3112

**Principal**  
David VanLue  
Phone: 269-445-0506

**Dean of Students/Athletic Director**  
Matthew Brawley  
Phone: 269-445-0543

**Adult/Alternative Education**  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0536  
Fax: 269-445-2100

**Director**  
Jeff Wernette

**Special Education Director**  
Sara Park  
Phone: 269-445-0503  
Fax: 269-445-0505

May 16, 2018

## POSITION OPENING

**Position:** Coordinator of Special Programs

**Reports to:** Superintendent

**Description and Goals:** The Director of Specialized Education will support the K-12 Special Education program and the Adult/Alternative Education Program, for Cassopolis Public Schools. The Director will provide leadership to ensure that students with special needs are appropriately served and supported in the least restrictive environment. The Director will also plan, organized, coordinate, and provide direct oversight of the day-to-day operations of the Adult/Alternative Education Department for the district. The Director will collaborate with district staff and outside personnel to formulate, develop, and evaluate the Special Education and Adult/Alternative Education programs.

The Director of Specialized Education will report directly to the Superintendent.

### Responsibilities:

1. Establishes and facilitates procedures to process and provide services/support to eligible students in special education programs, and the Adult/Alternative Education program.
2. Develops and initiates screening programs for continuous identification of students referred for special education.
3. Recommends policies, programs and procedures essential to the needs of students with disabilities and in compliance with IDEA and Michigan Administrative Rules for Special Education (MARSE).
4. Advises staff and administrators of legal requirements governing special education and other federal programs as may be assigned.
5. Works in conjunction with the ISD to oversee the Medicaid Administrative Claiming process and the billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
6. Reviews policies and procedures for 504 referrals and provides leadership to staff for the development of 504 plans.

**(see reverse side for additional information)**

**Salary:** To be determined

Application procedure: Apply in writing to Dr. Angela Piazza, Superintendent,  
Cassopolis Public Schools, 725 Center St., Cassopolis, MI 49031  
Or email to [smartynowicz@cassopolis.org](mailto:smartynowicz@cassopolis.org)

**(Posted 5/16/18; Until Filled)**

*It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.*

*All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society*

**Coordinator of Special Programs**  
**May 16, 2018**

7. Reviews and monitors teacher written Individual Education Plans (IEPs)
8. Develops an intake process for students who enroll or are recommended for the Adult/Alternative Education program.
9. Develops budget recommendations, maintains information on state funding and provides expenditure control on established budgets, and participates in grant writing and application for WOIA.
10. Develops required and needed programs for all students with disabilities through systematic planning efforts.
11. Maintains complete confidential files on all students referred for and/or receiving special services and implement Board policy regarding information control and student records access.
12. Collaborates with the Curriculum Coordinator to develop and evaluate the curriculum and programs within the departments, including district and state initiatives.
13. Conduct timely collection and reporting of data as required by both the federal and state government.
14. Coordinate data collection and reporting for accountability, accreditation, and program review.
15. District external PBIS coaching responsibilities, including assessment and documentation.
16. Knowledgeable about pupil accounting, FTE's, state requirements, regarding time, hours in special education.
17. Attends appropriate state and district meetings.
18. Oversees IEP meetings and attends when needed.
19. Facilitates regular check-in meetings with Special Education and Adult/Alternative Education staff.
20. Other duties as assigned by the Superintendent.

Qualifications:

1. Master's degree/EdD/PhD. in Educational Administration/Leadership or in special education related
2. Bachelor's degree in a special education field
3. Valid Michigan Teaching License, and Administrative License
4. At least five (5) years of successful public education experience in special education teaching or administration.
5. Knowledge of adult/alternative education principles, personnel supervision, curriculum development, and computer use.