

BELLAIRE BOARD OF EDUCATION

The Bellaire Local Board of Education is actively seeking applicants for the newly restored administrative position below.

Supervisor of Student Services/Special Education/EMIS

Position Goals: Provide direction and organizational structure for the special education staff, psychologists and related service personnel in carrying out state and federal mandates for special education in order to assure compliance and maximum efficiency within the department. To supervise EMIS Reporting and manage district data in order to assure compliance, reporting accuracy and maximum district/program funding.

- Work Calendar: 225 workdays annually
- Benefits: Salary will be set depending on training and experience. Benefits will be consistent with our administrative benefit package.
- Position Requirements: Master's Degree with applicable experience in special education instruction, supervision and/or programming. Administrative Licensure is required or evidence that it can be obtained because this position will be evaluating both personnel and programs.
- Copies of the full position description may be requested through Kim Hart, Administrative Assistant, Bellaire District Offices. This position will serve as the district point of contact for school mental health services as well as serving as the liaison trauma-informed care and PBIS.
- Interested persons should submit a letter of interest describing qualifications and reasons for interest along with a current resume, license(s) and 3-5 references (with contact information) to Darren Jenkins, District Superintendent at djenkins@bellairesd.org
- Review and consideration of applicants will begin immediately and the position will remain open until filled. However, to ensure full consideration information should be received by Friday, March 27, 2020 at 4pm.