

# BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   x  

**Item:** Request for additional position – Assistant Director of Center Programs & Transition

**Submitted by:** Kirsten Myers and Paul Dymowski

**Date:** June 27, 2023

*Kirsten Myers*

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*Paul Dymowski*

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**Recommended by:** Dave Rodgers

**Board Meeting Date:** July 17, 2023

*Dave Rodgers*

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## RECOMMENDATION:

Additional position:

- 1 Assistant Director of Center Programs and Transition

## BACKGROUND:

The Director of Center Programs oversees 15 administrators and 450 staff. Since the transition of Center Programs to Kent ISD, the Northview Deaf and Hard of Hearing Total Communication Programs and the Region 1 Transition Program to Empower U were added under Center Programs. In August of 2022, countywide Transition services was added to the Center Program department which includes supporting the transition planning for all students 16-26 years old in Kent County, supporting all districts and public school academies with transition planning compliance and best practices, collaboration with community agencies throughout Kent County that provide transition services, and parent education and training.



**Mission:** Kent ISD partners with our schools and communities providing enhanced and equitable opportunities to enrich the experiences and achievements of our learners.

**Vision:** Building thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

**Values:** Relationships, Learning, Equity, Opportunities, Innovation, Service, Excellence

## POSITION DESCRIPTION

**Title:** Assistant Director of Center Programs & Transition  
Kent ISD

**Reports to:** Director of Center Programs

**Terms of Employment:** 260 Days / Full Year  
Grade 9 – salary commensurate with experience

### BROAD STATEMENT OF RESPONSIBILITIES:

The Assistant Director of Center Programs & Transition will support countywide special education transition programs and services for students aged 16-26. The Assistant Director will lead Empower U administrators with program administration including curriculum and high-quality instruction, data driven program improvement, compliance monitoring, planning for professional development, and working with families and community agencies. The Assistant Director of Center Programs & Transition is also responsible for the training, compliance, and coordination of countywide special education transition services in collaboration with member district administrators.

### MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college/university with particular emphasis on administration, management, curriculum, and special education with preference given to individuals with previous administrative experience.
- Valid Michigan teacher's or professional certification or special education approval, Michigan Administrator's endorsement and approval or eligibility for approval as Supervisor/Director – Special Education by the Michigan Department of Education.

## **DUTIES AND RESPONSIBILITIES:**

- Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students.
- Supervises Empower U administrators and staff and facilitates programming focused on program administration, ensuring quality of programming, and work with staff and parents in the education process.
- Assists in facilitating Empower U and Transition Service continuous improvement process.
- Provide coaching and support to administrators and district leaders.
- Facilitate Kent ISD's Interagency Collaborative, District Transition Leadership Network, Kent Transition Agency Network, and Seamless Transition Council.
- Works with staff to develop meaningful IEP's and programming to support increased student growth and achievement for students with disabilities.
- Trains staff to lead collaborative inquiry, assists colleagues in developing evidence-based goals and strategies, and disseminates successful improvement work.
- Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
- Provides staff training and support to use the school's data system for collecting, analyzing and interpreting multiple forms of data for progress and performance monitoring.
- Attends IEP's as determined for the purpose of facilitating process.
- Serves as a liaison between vocational and community contacts and transition programs.
- Works collaboratively with staff, young adults, parents, administrators, employers, and agency representatives.
- Develops and provides parent training in the transition planning process.
- Assists administrators in the coordination of community and work-based learning opportunities.
- Assists in the development of system guidelines, programs, and procedures.
- Analyzes, interprets and communicates information concerning special education laws, rules, regulations, procedures, policies and practices.
- Performs other duties as directed by Administrator

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledgeable of Michigan and Federal statutes applicable to Special Education in order to effectively interpret such rules and regulations promulgated by the Michigan Department of Education and the U.S. Department of Education.
- Understanding of how federal, state, ISD and LEA levels of regulatory authority interact.
- Must possess exceptional organizational and supervisory skills, and excellent verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at-large.
- Knowledge and demonstrated leadership on data management systems.
- Knowledge of effective project management and possess strong organizational skills.
- Experience with aligning Michigan standards to the instructional needs of students with disabilities.
- Knowledge and understanding of systems that support effective instruction and the ability to customize those systems within each center program.

- Strong problem-solving and dispute resolution skills.
- Ability to drive between buildings, local school districts and community sites.
- Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**To Apply:** Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at [www.applitrack.com/kent/onlineapp](http://www.applitrack.com/kent/onlineapp)
- Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.
- All candidates will be timely notified regarding their application status.

**The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.**