

Executive Director of Special Education

Porter County Education Services

Reports To:

The Board of the Porter County Education Services (PCES) is composed of the seven (7) public school district superintendents in Porter County.

Job Overview:

The Executive Director of Special Education leads Porter County Education Services (PCES) in achieving its mission, vision, and goals by providing innovative and forward-thinking leadership. The Board seeks a dynamic individual who can honor the organization's history while reimagining its future through creative problem-solving and ideas. This person will play a key role in driving organizational improvements, fostering innovation, and enhancing special education services for the community.

In this role, the Executive Director will work with and lead shared services that span across seven member school districts: Duneland Schools, East Porter County Schools, M.S.D. of Boone Township Schools, Porter Township Schools, Portage Township Schools, Union Township Schools, and Valparaiso Community Schools. The successful candidate will ensure that all programs are fully compliant with state and federal special education regulations, while cultivating a supportive and dignified environment that meets the diverse needs of students.

The ideal candidate will possess forward-thinking vision, a collaborative leadership style, and the ability to drive meaningful change that benefits students, staff, and member districts. They will embrace opportunities for innovation, seek continuous improvement, and build on the foundation of past successes while leading PCES toward a stronger future.

Responsibilities and Duties:

Leadership and Governance:

- Provide strategic recommendations to the PCES Board to maintain effective programs, policies, and personnel aligned with the Interlocal's mission.
- Oversee implementation of policies, procedures, and guidelines approved by the Board in compliance with state and federal laws.
- Represent PCES in local, state, and national professional organizations, advocating for legislative and regulatory changes as needed.
- Develop and implement a vision for continuous improvement in special education services and programming.
- Lead efforts to create, expand, and oversee shared services among member districts, ensuring efficient and effective delivery of resources and programs.

Communication and Collaboration:

- Serve as a liaison between the PCES Board, member districts, and the broader community.

- Promote PCES programs through public relations activities, including communication with parents, staff, and community stakeholders.
- Facilitate regular meetings with district directors, supervisors, and staff to ensure alignment and progress on goals.
- Provide annual updates on strategic planning, progress, and outcomes to the Board and public.

Budget and Financial Management:

- Develop, propose, and manage the PCES budget in alignment with Board priorities and strategic plans.
- Oversee financial operations, including payroll, billing, grant applications, and compliance with State Board of Accounts requirements.
- Monitor and report on grant expenditures, ensuring fiscal responsibility and adherence to regulations.

Program Development and Evaluation:

- Design and maintain a continuum of services to meet the diverse needs of students, ensuring compliance with federal and state regulations.
- Lead the development of innovative and evidence-based special education programs, incorporating best practices.
- Oversee case reviews for complex student needs and assist in resolving disputes or conflicts.
- Ensure compliance with state assessments and provide appropriate training to staff.

Personnel Management:

- Lead recruitment, selection, and retention efforts for PCES staff, ensuring the hiring of qualified professionals.
- Supervise and evaluate the performance of certified and paraprofessional staff, implementing improvement plans as needed.
- Facilitate professional development opportunities to enhance staff skills and expertise.

Compliance and Legal Oversight:

- Maintain thorough knowledge of Article 7 and other regulations governing special education.
- Ensure due process rights for students, parents, and staff are upheld.
- Monitor legal developments and provide updates to the Board, consulting with legal counsel as needed.
- Oversee mediation, complaint resolution, and due process hearing activities.

Student Support and Advocacy:

- Guide district directors and supervisors in addressing high-profile or complex student cases.
- Coordinate with community agencies and organizations to expand resources and support for students.

Qualifications and Licensure:

- Master's Degree in Special Education or related field preferred.
- Valid Indiana Director of Special Education License and/or Superintendent License.
- Minimum of five years of teaching experience in a special education setting.
- At least five years of administrative experience, preferably in special education.
- Expertise in Article 7 and IDEA regulations.
- Proven ability to manage budgets, grants, and compliance activities.
- Strong leadership, communication, and interpersonal skills.

Knowledge, Skills, and Abilities:

- Visionary leadership with the ability to inspire and support innovation.
- Extensive knowledge of K-12 special education operations and compliance requirements.
- Strong analytical skills to assess student data and program effectiveness.
- Proficiency in technology tools and systems to support operations and instruction.
- Exceptional problem-solving skills and the ability to handle high-pressure situations with Professionalism.

Compensation:

- Salary Range to commensurate with experience and qualifications.
- Competitive benefits package.

Work Schedule:

- 260 days annually, with flexibility to meet the demands of the position.

Porter County Education Services is an equal opportunity employer committed to fostering a diverse and inclusive workplace.