

West Michigan Academy of Arts and Academics Partner Solutions

Special Education Director Vacancy

West Michigan Academy of Arts & Academics is a TK-8 public school academy chartered by Grand Valley State University. We are located in Spring Lake and our students come from many surrounding districts in Ottawa and Muskegon counties. WMAAA focuses on arts integration and high academic achievement. We have a great team of teachers and staff who have been supporting and educating creative, artistic, and academically high achieving students for over 25 years! We are looking for an experienced, successful educator to join our team.

MISSION: Our mission is to create life-long community through arts integration.

REPORTS TO: Principal; Superintendent

Summary: Part-time employment as a special education director to provide evaluation, support, and guidance in accordance with the policies defined by Individuals with Disabilities Education Act (IDEA) and the Michigan Administrative Rules for Special Education (MARSE). We have 350 students, 60 with an IEP's. (15 – 20 hours per week rate of pay is \$60-\$75 per hour)

Minimum Qualifications

- Candidates must possess a Bachelor or Master of Special Education from an accredited college or university.
- The State of Michigan requires a license for this occupation.

PREFERRED EXPERIENCE:

- Knowledge of and experience working in the MiPSE system.
- Experience working and leading special education work.
- Working as part of an Individualized Education Program (IEP) Team.

ESSENTIAL JOB FUNCTIONS:

- Provide liaison, coordination, and case management services with schools, staff, community agencies, and other resources to influence positive school outcomes for students.
- Provide support to Multidisciplinary Evaluation Team (MET), to determine recommendations on eligibility for special education and identify needs for programs and services for eligible students.
- Review and give feedback to staff regarding written reports of assessments and evaluations of students including collecting data and writing appropriate special Education private measurable goals, and identifying intervention and anticipated outcomes.
- Collaborate multidisciplinary evaluation team members, school administrators, and other community agencies to develop an accurate understanding of a student's disability and the impact of the disability on students' educational performance and overall support of special education at our school.
- Support by providing feedback to staff in the development of IEP or Section 504 plans for eligible students.
- Monitor deadlines for all special education components including but not limited to IEP, REED, MDR, re-evaluations, etc.
- Attend Ottawa Area ISD monthly special education meetings.
- Maintain and update all information in Catamaran.
- Set and hold individual weekly meetings with members of the special education team and administration.
- Plan and hold monthly special education meeting with staff.
- Consults with staff, OAISD, and others as needed.
- Work with school administration to develop/provide/organize paraprofessional development for special education staff.
- Sit in on meetings that involve parents as the special education expert when requested by the Principal or Superintendent.

Other/Miscellaneous:

- Monitor staff entries regarding evaluations, provision of services, progress monitoring, and contact with students and others, including Service Capture in MiPSE system.

- Responsibility of employee to stay current on best practice and legal updates, obtain and maintain all training(s), certificate(s), approval(s), etc. and provide documentation to the business office before the expiration date of said document(s).
- Required to have a physical presence at the designated job site each scheduled workday.
- Must have regular and timely job attendance, performance, and the physical ability to do the job.
- Complete other duties as assigned by the WMAAA Administration.

Starting Date: As soon as possible

Contact: Please go to <http://mypartnersolutions.com/careers>, click on the "Employment Opportunities at Schools" tab, then enter "Spring Lake" for the city.

Deadline: September 22, 2025 or until filled

EOE: Partner Solutions is an Equal Opportunity Employer

Posted: September 2, 2025