

The Wiscasset School Department is seeking a Director of Special Services to be a part of a dynamic administrative team. The Department is searching for a collaborative Director who has strengths in instructional leadership, effective time management skills, superior interpersonal skills and the ability to advocate for students and families. The ideal candidate will have some previous experience in administration and will be eligible for a 035 and/or 030 endorsement from the Maine DOE, with CRHC approval. Professional responsibilities will include the management of a \$2.23 million local budget, Local Entitlement funds, 504 plans district-wide; and, student IEPs. In addition, the Director will supervise special educators, service providers and educational technicians.

**Anticipated Start Date:** July 1, 2018

Reports to Superintendent of Schools

**Salary & Benefits:** As negotiated with Wiscasset School Committee and commensurate with professional experience.

We are seeking a leader who:

- Is knowledgeable and experienced in interpreting, applying, and monitoring MUSER,
- Maintains strict adherence to Special Education legal timelines,
- Is current on IEP regulations and those for Written Notices, as well as other DOE required paperwork,
- Can be flexible and creative about program development, paradigm shifts, and service delivery,
- Values proactive, professional and positive relationships with staff and families,
- Understands and is able to advocate for evidence-based practices,
- Is able to skillfully prioritize
- Is experienced in program development and support for students with learning disabilities, emotional disturbance, Autism, other health impairments, non-attendance, and other presentations,
- Is knowledgeable about assessment, interpreting test results, and translating those into meaningful action plans for students; and
- Genuinely cares for kids!
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Please send completed application (<https://docs.google.com/document/d/15bkJWQ-UyxovLb3HKHRy7MZBOuPEP62H9E5nsEKZRsI/edit>) with current resume and letter of application, three letters of professional reference, ME DOE current endorsements, and official transcripts to:

Dr. Heather Wilmot  
Superintendent of Schools  
Wiscasset School Department  
225 Gardiner Road  
Wiscasset, ME 04578