



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-58

NOTICE OF VACANCY

Title: Special Education Supervisor

Start date: August 18, 2025

Classification/FLSA: Non-Union, Administrative-Exempt

Duration: Full-time 210 days/year

Reports to: Assistant Superintendent of Special Education Services

Location: Mecosta-Osceola ISD

Position Summary: The Special Education Supervisor at the Mecosta-Osceola Intermediate School District (MOISD) is a key leadership role committed to ensuring students with disabilities receive high-quality, individualized services aligned with state and federal regulations. The supervisor will work in close collaboration with the MOISD Special Education Leadership Team and local district special education coordinators to support compliance, capacity building, and student success across districts.

This position requires a dynamic leader who brings expertise in special education administration, demonstrated instructional leadership, and a deep understanding of IDEA and MARSE obligations. The supervisor will lead initiatives that strengthen systemic compliance, enhance instructional programming, and promote inclusive education across local educational agencies.

Professional Requirements / Education and Experience

- Meet qualifications for Supervisor of Special Education or the ability to obtain temporary approval as outlined in Rule #340.1751 of Revised Administrative Rules for Special Education:
 - Possess a minimum of an earned Master's degree or equivalent with full approval in at least one area of special education and three years of successful experience in special education.
- Meet qualifications for School Administrator Certification as outlined in MCL 380.1246.
- Demonstrated knowledge of the IEP process as well as laws relevant to special education and their impact on the special education community.
- Demonstrated consultation, training, group facilitation, and process skills required to enhance program development.
- Evidence of leadership skills, including conflict management, team building and the ability to work effectively with professional and support staff, parents, and agency personnel required.
- Verifiable excellence in organization and communication skills, both verbal and written.
- Demonstrated skill in working with diverse populations is required, with preference given to those with prior experience working with students with behavioral challenges.
- Evidence of strong knowledge in curriculum development and behavior interventions and support.
- Prior administrative and/or itinerant experience preferred.
- Knowledge of related service disciplines (OT, PT, SSW, Psych, SLP & TC) and the role they play within the special education system.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Essential Duties

- Participate in long-range planning for delivery of special education programs and services.
- Supervise, evaluate and coach professional certified and non-certified staff in special education programs and services.
- Participate in and contribute to the department's continual improvement process.
- Oversee onboarding and mentoring of new satellite staff.
- Support budget oversight for supervised staff, strategic planning, and program improvement for MOISD-operated and affiliated special education services.
- Design and deliver professional development for local district teams to build capacity in understanding and meeting IDEA/MARSE compliance requirements.
- Maintain ongoing communication with the Assistant Superintendent of Special Education and proactively address any concerns impacting service delivery.
- Ensure efficient use and maintenance of special education equipment.
- Ability to transport self to necessary work locations, including ISD buildings, local districts, professional conferences and meetings, and maintain consistent, reliable and prompt attendance.
- Provide guidance in the development of IEPs, METs, REEDs and other processes related to special education.
- Lead and participate in IEP, MDR, and eligibility meetings as needed, supporting both process fidelity and best practices
- Attend local administrative meetings as needed.
- Assist the district with resolving non-compliance, including completion of CAPs and SLCAPs.
- Assists in ensuring high-quality services and provisions of free and appropriate education to students with IEPs.
- Establish and maintain positive working relationships with administration, staff, parents, and students.
- Promote a positive image of MOISD and special education services.
- Additional duties as assigned Assistant Superintendent of Special Education Services or designee.

Compensation: Commensurate with level of experience and credentials

Benefits: Full family benefit package, including life/add & ltd and employee assistance program; MPSERS retirement; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement available.

Posting date: 05/14/2025

Application deadline: 05/19/2025

Please submit cover letter, resumé and references, and applicable transcripts to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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