



Mecosta-Osceola Intermediate School District

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

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2526-48

**NOTICE OF
VACANCY**

Title: Special Education Supervisor & Transition Coordinator

Start date: As soon as possible

Classification/FLSA: Non-Union, Administrative-Exempt

Duration: Full-time 210 days/year

Reports to: Assistant Superintendent of Special Education Services

Location: Mecosta-Osceola ISD – US 10 Residential Facilities and ISD-wide transition support

Position Summary: The Supervisor of Special Education & Transition Coordinator provides leadership and coordination of educational programs and transition services for students with disabilities ages 14–26 within residential facilities and across MOISD. This role ensures program quality, compliance with state and federal regulations, and alignment with the district’s mission to promote positive student outcomes in education, employment, and independent living.

The position combines supervisory responsibilities for residential programs with leadership in transition planning, data management for Title I (Parts A and D) grant funding, and interagency collaboration to support students’ successful movement from school to adult life.

Qualifications

- Full or temporary approval as a Supervisor of Special Education per Michigan Administrative Rules for Special Education (R 340.1771).
- Michigan Administrator Certification or willingness to obtain certification as required by MDE and Special Education Administrator approval.
- Minimum of three (3) years of successful experience in special education or administration.
- Knowledge of IDEA, MARSE, and state/federal transition requirements.
- Demonstrated success in supervision, training, and collaborative leadership.
- Excellent communication, organization, and problem-solving skills.
- Experience with transition services, work-based learning programs, and community collaboration preferred.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties - Program Supervision and Oversight

- Supervise and evaluate staff assigned to residential education programs.
- Lead the development and implementation of residential educational programming, schedules, and staff assignments.
- Ensure compliance with IDEA, MARSE, and MOISD policies.
- Oversee instructional quality, IEP implementation, and student progress monitoring.

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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- Maintain accurate documentation to support Section 24e and Section 53a reimbursements, including eligibility, placements, and service logs.
- Coordinate data collection and reporting through Catamaran, NexSys, and other systems.
- Collect, organize, and maintain data necessary to support Title I, Part A and Part D grant funding requirements, ensuring compliance with federal and state reporting standards and accuracy for audits and program evaluation.
- Conduct site visits, classroom observations, and growth planning meetings with assigned personnel.
- Meet regularly with residential facility leadership and collaborate on student needs and program improvements.
- Facilitate safety drills, program reports (AER, Grants, etc.), and communication with facility partners.
- Provide professional learning and coaching relevant to residential and transition program staff, focusing on effective instructional strategies, compliance, and student engagement.
- Lead staff meetings, build capacity in behavior support and PBIS implementation, and provide training on data collection and analysis.
- Collaborate with teacher consultants and special education staff to ensure continuity of services, progress monitoring, and program improvement.
- Maintain current knowledge of federal and state laws, including IDEA, MARSE, and funding provisions (Sections 24e, 51a(2), and 53a).
- Prepare and submit documentation for categorical reimbursement and audit compliance.
- Serve as liaison between MOISD, MDE, and LEAs regarding transition and residential service delivery.
- Support continuous improvement initiatives using data-driven decision-making.

Essential Duties - Transition Coordinator

- Serve as the designated Catamaran Transition Coordinator
- Coordinate ISD-wide transition efforts in collaboration with MOISD special education leadership and local districts.
- Work in partnership with local district teams to review EDPs and transition assessments to develop a quality transition plan to support attainment of postsecondary goals.
- Lead the Transition Council, fostering collaboration among schools, community mental health, Michigan Rehabilitation Services (MRS), workforce boards, and community providers.
- Support schools in developing high-quality, student-centered transition plans that align with B-13 compliance and evidence-based practices.
- Facilitate completion of transition assessments at Residential facilities.
- Conduct credit audits, transcript reviews, and documentation updates for students in residential programs.
- Assist with career readiness programming, CTE access, work-based learning, and community-based instruction.
- Provide professional development related to transition requirements and best practices across the MOISD.
- Support implementation of best practices to increase ISD-wide graduation rates and decrease dropout rates (e.g. use of personal curriculums, transition mapping, quality transition assessments, work-based learning for students with disabilities)
- Attend Region 2 Transition Coordinator meetings and Transition COP meetings to continuously develop and stay up to date on legal and best practices in transition.

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Compensation: \$90,609.00 minimum. 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: 10/31/2025

Application deadline: 11/14/2025 or until filled

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

Dana Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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