



1335 North Cedar Court, Carbondale, IL 62901
Phone: 618.684.2109 Fax: 618.708.3403

www.tcse.us
Jan Percy, Director

VACANCY POSTING

Special Education Administrator (SEA) for 2019-20: Please be advised that TCSE has an opening for the position of Special Ed Administrator for the 2019-20 school year. This contracted position will offer a 190-day work year. District supervision assignments are TBD at a later date.

General Job Duties Include, but are not limited to: The Special Ed. Administrator is a first level administrator responsible for supervision of TCSE staff assigned to their district/geographic area. This includes TCSE staff assigned to specific classroom(s) within a member school district. Additionally the Sp. Ed. Administrator is responsible for taking a lead role at the district level in all Special Ed. meetings. This includes, but is not limited to: ensuring that appropriate documentation is completed for Individual Education Programs (IEP's), ISP's, 504 Plans, and FACTS data, assisting districts with Special Ed. legal issues (ISBE Indicator Findings, ISBE/State of Il. Complaints, Resolution/Remediation Meetings, Due process, etc.), and provision of in-service/professional development related to special ed. issues to TCSE/district staff. The Special Ed. Administrator will report to the TCSE Director.

Licensure/Qualification Requirements: Hold a valid administrator license issued by Illinois State Board of Education and registered with the Regional Office of Education, Minimum of 2 years of verifiable, successful experience working with students with disabilities, Excellent communication skills (written and verbal), Strong work habits and ethics, Ability to develop effective working relationships with administrators, staff and school community.

Interested Candidates should submit: Letter of Interest, current Resume, and verification of ISBE Licensure to: Jan Percy, Director (jpercy@tcse.us) or Shannon Owings, HR (sowings@tcse.us).