

**CESA 4**  
**Regional Services Network (RSN)/Special Education Director**  
**January 2018**

CESA 4 is accepting applications from qualified individuals interested in serving as the agency's Regional Service Network (RSN) Director and as a special education director for contracting districts. This is a full-time position (minimum of 210 days) with benefits.

Licensure Requirements

Licensed by the Wisconsin Department of Public Instruction as Director of Special Education/Pupil Services (WI License 80)

Duties

The RSN/Director of Special Education will:

1. oversee the completion of all required RSN grant activities including
  - ~ serving as a liaison between DPI and local education agencies (LEAs),
  - ~ providing leadership and technical assistance in the area of special education law and practice,
  - ~ regularly collecting and analyzing data and disseminating information to Directors of Special Education to foster improvement of IDEA compliance and improve outcomes for students with disabilities,
  - ~ providing general trainings and DPI updates through local CESA RSN meetings, trainings, and targeted need-based technical assistance,
  - ~ developing and implementing improvement plans with LEAs based upon identified needs or grant activities, and
  - ~ serving as a link between statewide initiatives such as RDA, the RtI Center, and the Disproportionality Network;
  
2. serve as a Director of Special Education for districts purchasing such services by
  - ~ assisting in the planning, management, and direction of the district's Special Education services,
  - ~ providing consultation and technical assistance to administrators and staff,
  - ~ assisting in the preparation of special education budgets,
  - ~ conducting site visits to review programs and identify district needs,
  - ~ providing informational updates to keep district personnel informed about Special Education regulations, guidelines, and requirements,
  - ~ offering technical assistance on procedural issues through email, phone calls, and correspondence,
  - ~ serving as a liaison with the DPI and other agencies,
  - ~ providing training to special education staff concerning IDEA, legal issues, and other related special education topics,
  - ~ serving as a mentor for district-based staff working to obtain administrative special education licensure, and
  - ~ performing other duties as assigned.

### Required Skills

The successful applicant will demonstrate strong interpersonal, communication, and organizational skills. The ability to work collaboratively with others as well as proactively manage multiple projects with limited supervision is also required.

### Application Procedures

Interested applicants may submit required materials through WECAN or send a letter of application, resume, copies of transcripts and DPI license(s), and three letters of reference to: Cheryl Gullicksrud, Administrator, CESA 4, 923 East Garland Street, West Salem, WI 54669. Applications will be accepted until 4:00 p.m. on Friday, January 26, 2018.