



# MINNESOTA VALLEY EDUCATION DISTRICT

801 Davis Street, St. Peter, MN 56082 Office: 507-934-5420 Fax: 507-934-5893

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*~ Preparing Learners for Life ~*

## **MVED Job Posting Assistant Director of Special Education**

Minnesota Valley Education District (MVED) is looking for an Assistant Director of Special Education beginning July 1, 2025.

### **Description:**

The assistant director will be responsible for ongoing planning, supervision, monitoring, and evaluation of special education programs, staff, and due process compliance in all categories including ASD, EBD, DAPE, DCD, SLD, PI, OHI, etc. This also includes supervising and evaluating staff and providing administrative oversight at the setting 4 program (Minnesota Valley School), setting 3 (Minnesota River School), and Early Childhood Special Education (ECSE). This is accomplished through collaboration with principals, MVED administrators, district administrators, MVS assistant principal, and other stakeholders; observation, evaluation, and coaching of staff; and participation in and leading professional development and training in special education. This position also can assume Director role and responsibilities when directed by the current executive director.

### **Job Summary:**

1. Provide ongoing supervision and evaluation of student programs in special education to ensure high-quality educational instruction. Specifically in the setting 4 programs and ECSE.
2. Recruit, supervise, and evaluate the performance of special education staff and programs including ECSE and setting 3 and 4 programs.
3. Perform continuous program improvement within MVED programs.
4. Arrange for special education meetings with staff at individual schools for problem-solving and for staff development in order to meet staff needs.
5. Supervise all Special Education summer programs run through MVED.
6. Attend and facilitate conciliation or mediation conferences as designated by the Director as needed.
7. Assist in the assessment of staff work loads and make recommendations for change when needed.
8. Collaborate with building principals (both district and MVED) on the provision of services consistent with school district and building philosophy as well as state and federal rules in order to maintain compliance with required regulations and procedures.
9. Oversee state reporting and documentation for Early Childhood Special Education (ECSE).
10. Collaborate and train on the use of best practices in special education to help coach MVED and member district staff as needed.
11. Provide leadership and administrative directions to member district special education early learning programs.
12. Work directly with MVED districts on referrals to setting 3 and 4 programs at MVED.
13. Oversee the MVED new teacher mentor program.
14. Attend MVED School Board meetings.

15. Other job related duties as assigned.

**Requirements:**

1. Master's degree in special education or related special education field.
2. Valid Minnesota Director of Special Education License or Principal License
3. Valid Minnesota teaching license in one or more special education areas (ASD, EBD, SLP, DCD, SLD, PI, etc.)
4. At least 3 years of teaching experience in special education.
5. Good communication and problem-solving skills.

**Organizational Relationship:** Reports to the Executive Director of Special Education. The assistant director of special education shares in the supervision and evaluation of the MVED special education staff.

**Contract Days:** 260 (12 month continuing contract)

**Starting Salary:** \$105,600

**Contract:** MVED Administrative Contract

**Application Process:**

- Application available online [HERE](#)
- Application requirements:
  - Application
  - Cover letter
  - Resume
  - 3 letters of professional recommendation
- Send completed applications to:  
Sara Kral  
MN Valley Education District  
801 Davis Street  
Saint Peter, MN 56082

-OR- email to [employment@mnved.org](mailto:employment@mnved.org)