



# 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 Dean of Special Education**

Minnesota Valley Education District (MVED) is looking for a Dean of Special Education beginning July 1, 2025.

**Reports To:** Executive Director of Special Education

### **Description:**

Under the direction of the Executive Director of Special Education and the MVED Principal, The Dean of Special Education is responsible for assisting in the day-to-day oversight of MVED programs. The Dean of Special Education ensures compliance with due process laws, practices, and procedures through technical assistance to staff, parents, and others as directed by the Executive Director of Special Education.

### **Performance Responsibilities:**

1. Provide ongoing supervision of student programs in special education to ensure high-quality educational instruction.
2. Work directly with MVED districts on referrals to setting 3 and 4 programs at MVED and ECSE.
3. Support MVED Principal in a leadership capacity for setting 3 and setting 4 programs at MVED.
4. Oversee state reporting and documentation for Early Childhood Special Education (ECSE).
5. Lead professional development for MVED programs as needed.
6. Oversee the MVED new teacher mentor program.
7. Consult with building staff on students with special education needs in order to prevent and address problems/issues.
8. Arrange for regular special education meetings with staff at individual schools for problem solving and for staff development in order to meet staff needs.
9. Report to the Executive Director of Special Education and MVED Principal in regards to major issues.
10. Attend IEP and conciliation or mediation conferences as appropriate.
11. Assist in the assessment of staff work loads and make recommendations for change when needed.
12. Collaborate with building principals on the provision of services consistent with the school district and building philosophy as well as state and federal rules in order to maintain compliance with required regulations and procedures.
13. Monitor instructional practice and documentation consistent with state and federal rules so that the school district complies with these.
14. Use best practices in special education to help coach member district teachers, paras, and special education staff.
15. Assist member districts with RTI, MTSS, and the Problem Solving process specifically focusing on pre-referral interventions and data collection methods.

16. Other job-related duties as assigned.

**Qualifications:**

- Valid Minnesota Special Education Teacher Licensure.
- Minimum of 5 years of Teaching Experience in Special Education, Including Leadership Roles.
- Master's Degree or Administrative license in Special Education or Related Field Preferred.

**Contract Days:** 205

**Salary Range:** \$90,000-\$93,000 (dependent on experience)

**Application Process:**

- Application available online [HERE](#)
- Application requirements:
  - Application
  - Cover Letter
  - Resume
  - 3 letters of professional recommendation

- Send completed application to:

Sara Kral  
MN Valley Education District  
801 Davis Street  
Saint Peter, MN 56082

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