

Job Title: Special Education Director & ERR Case Manager

Reports To: Executive Director

Supervises: All special education certificated and non-certificated staff within MOSAICS Public School.

Job Goal:

This position will use leadership, supervision, and administrative skills to promote and support the educational development of students receiving special education services and minimize, resolve, or prevent learning and school adjustment issues. The director will achieve this by working with the RTI (Response to Intervention) team and providing consulting services to ensure the success and well-being of each student within special education. In addition, the Director of Special Education will be responsible for case managing the Extended Resource Room.

Bluum Fellowship Summary:

This position will also be able to participate in a school-based fellowship, in partnership with Bluum, to develop and obtain skills related to being a Director of Special Education. This fellowship offers a unique opportunity to gain hands-on experience in special education administration and leadership across the state of Idaho. The fellow will work closely with Bluum's Special Education Development Director Jennifer Ribordy to support the development and implementation of individualized education programs (IEPs), ensure compliance with federal and state regulations, and promote best practices in special education in Idaho's growing and diversifying charter school sector. This is a 1-year position designed to prepare the individual hired to transition into a special education leader role.

Director of Special Education Key Responsibilities:

- **Leadership and Supervision:**
 - Oversee all special education programs and staff, including both certificated and non-certificated personnel within the district.
 - Develop and maintain an organizational structure for all educational programs and services related to special education.
 - Make written recommendations to the Executive Director regarding the promotion, retention, transfer, suspension, or dismissal of personnel assigned to special services.
 - Supervise and evaluate all special education personnel to ensure effective practices and continuous improvement.
 - Attend most IEP meetings as the administrative designee.

- **Program Development and Training:**
 - Develop and implement an in-service training program for all personnel within the special services department.
 - Review and recommend changes to the district's special education processes and procedures to meet individual student needs and ensure legal compliance.
 - Serve as a resource to administrators involved in special education programs, offering guidance and support.

- **Compliance and Legal Oversight:**
 - Ensure compliance with all state and federal laws related to special education services.
 - Serve as the Federal Law 504 coordinator, ensuring that school programs align with relevant legal standards.
 - Chair school-wide meetings of special education personnel and ensure ongoing communication and collaboration.
 - Develop and maintain a comprehensive manual of procedures for the school's special education services.

- **Public Relations and Communication:**
 - Participate in an active public information and public relations program to raise awareness of the special education department's initiatives and successes.
 - Prepare local, state, and federal reports related to special services to ensure accurate and timely reporting of data.

- **Student Support:**
 - Work with child study teams to assess and address individual student needs in order to prevent or resolve learning and school adjustment problems. ○ Collaborate with teachers, parents, and other professionals to create effective individualized education plans (IEPs) for students.

- **Support Extended Resource Room Students:**
 - Support the design and implementation of an extended resource program for 6 students, including the supervision of a paraprofessional.

Qualifications:

Required:

- Must qualify for a valid Idaho Director of Special Education Certificate.

- Master's degree or higher from an accredited college or university in special education, educational leadership, or a related field.

Desirable:

- Experience as a regular classroom teacher.
- Experience as a special education teacher.
- K-12 Administrator Certificate

Skills, Knowledge, and Abilities:

- Strong leadership and organizational skills with the ability to supervise, evaluate, and support special education staff.
- In-depth knowledge of special education laws, regulations, and best practices.
- Excellent communication skills, both written and oral, with the ability to effectively collaborate with staff, parents, and community members.
- Strong problem-solving skills and the ability to think critically when addressing student needs.
- Ability to work effectively in a fast-paced, dynamic environment with a commitment to continuous improvement.

Working Conditions:

- Full-time position with office hours aligned to school operational hours, with the potential for meetings before and/or after school hours.
- Occasional evening or weekend work may be required to attend meetings, events, or complete administrative tasks.

The Director of Special Education plays a critical role in ensuring that MOSAICS Public School provides effective and compliant services to all students in need of special education and related services. This leadership position requires a commitment to student success, legal compliance, and the continuous improvement of special education services.

Salary

The successful candidate will be placed on the MOSAICS teacher pay scale. The director will work an extended contract of 10 additional days, totaling 200 days. In addition, this position will qualify for an additional \$3,000 hard-to-fill stipend.