

**Young Audiences Charter Association Spring 2018
Application to Orleans Parish School Board**

Attachment 21: Updated School Leadership Team Job Descriptions



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RICKIE NOTIK

Chief Executive Officer - Job Description

The Chief Executive Officer (CEO) works at direction of the Board of Directors and oversees fiscal, educational, and operational areas of Young Audiences Charter Association's (YACA) charter schools. The CEO is responsible for ensuring that the public charter schools' academic programs and operations are successful and faithful to the mission to prepare students for high school and beyond through a model supported through intensive integrated arts programs.

Responsibilities

Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies.

Represent and communicate on behalf of the YACA and its schools at authorizing agencies, local school districts, local and state government agencies, and business partners, as directed by the Board.

Maintain a visible and accessible presence to families and the local communities.

Ensure legal and ethical integrity.

Supervise and direct the day-to-day activities and affairs.

Recruit, manage, evaluate, lead, and inspire the Leadership Team.

Stay current on best practices in education, instructional programs, and charter school operations.

Execute all decisions approved by the Board.

Communication

Develops and nurtures relationships with parents and community members

Develops and nurtures relationships with local and national education leaders

Provide the Board with regular updates of the schools' activities regarding curriculum implementation, board directives, and fiscal matters.



Provide timely communication to local school districts and state and federal agencies.

Strategic Planning

Work with the Board, to establish and implement annual strategic planning and evaluation cycles

Culture Development

Preserve and promote the vision, mission, core values, and culture

Value and support public charter education as an important alternative in public-funded education.

Human Resources

Collaborate to develop and implement plans for staff development, staff participation in decision making, and establishing career paths within the organization.

Oversee the development and execution of consistent and fair personnel policies and procedures, including grievance procedures.

Oversee staff recruiting, training, and the development of hiring practices.

Oversee and develop evaluation protocols for all teachers, school-based employees, and corporate staff.

Directly manage, recruit, and evaluate the Leadership Team.

Operations and Finance

Oversee all operations including budgeting, accounting, human resources, contract management, and compliance.

Manage facility acquisition, maintenance, and renovation efforts.

Provide, in conjunction with the Chief Financial Officer, financial reports to the Board, county, state, and other agencies, as required.



Provide direction for maintaining and seeking new funding sources for YACA and its public charter schools.

Academic Performance

Make student-centered decisions that ensure equitable education for all students.

Promote the success of all students and support the efforts of the Board to keep focused on learning and achievement.

Collaborate with the Chief Academic Officer to develop academic goals and performance benchmarks with instructional leaders.

Execute sound performance management of instructional leaders to ensure student achievement gains are being realized.

Build a high-performing, consistent, data-driven culture.

Ensure that academics, school culture and climate, community engagement, and external partnerships are positive, effective, and tightly aligned to the organization's mission and goals.

Relationship Management

Maintain a positive image of YACA and its schools.

Build a strong, positive relationship between governing board, employees, students, families, and the broader community.

Lead funding and development efforts.

Required Qualifications

- Passion for education and a commitment to serving children.
- Experience in managing and leading high performing teams, schools, school districts, private schools or non-education organizations including strategic development and operations.
- Demonstrated entrepreneurial drive with proven track record.
- Graduate degree in Education, Business, or related area.

Preferred Experience

- Running successful schools.
- Leading a successful nonprofit.
- Designing and launching new schools.
- Direct classroom or instructional leadership.



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- Successful fundraising.
 - Launching new ventures or major initiatives especially in educational institutions.



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To be named

Chief Academic Officer - Job Description

The Chief Academic Officer (CAO) works at direction of the Chief Executive Officer (CEO) and oversees academics of Young Audiences Charter Association's (YACA) charter schools. The CAO who will be responsible for the management and long-term sustainability of YACA's schools. School Leaders and team leaders will report to the CAO who, in turn, will report to the Superintendent CEO.

Responsibilities include:

- Build a strong, cohesive team culture that reflects YACA's mission and values
- Oversees the strategy for all programming to develop a vision and comprehensive long-term plan for the design of the schools and curriculum
- Collaborate with the CEO and Chief Operating Officer to hire school principals and assistant principals, and plan and implement professional development for school principals
- Supervise principals in the creation and implementation of effective professional development opportunities for their staff, complete quarterly performance evaluations of principals and academic team leaders, and work with principals to create and implement a comprehensive and fiscally sustainable annual operating budget
- Supervise principals and academic team leaders in continually aligning school programs with YACA's mission, beliefs, priorities, and initiatives
- Support principals and academic team leaders to develop and implement long-term plans for curriculum, assessment, and school improvement, and to share current educational trends, practices, and proposed legislation impacting the schools
- Ensure principals have a clear plan for improvement of instruction and school culture, engage principals in quarterly academic program analysis, and manage long-term and annual school planning

Desired Qualifications and Qualities

- Demonstrated passion for YACA's mission and vision with a commitment to an education plan that meaningfully integrates the arts
- Minimum of three years of experience as a principal in a high performing school
- Proven track record of success managing senior leaders to achieve ambitious goals
- Outstanding leadership and management skills, particularly as it relates to building teams, promoting collaboration, managing conflict, goal setting, and holding people accountable
- Outstanding written, speaking, and organizational skills
- Bachelor's degree required, Master's degree preferred



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RICHARD BATES

Chief Operating Officer - Job Description

The Chief Operating Officer (COO) works at direction of the Chief Executive Officer (CEO) and oversees operational areas of Young Audiences Charter Association's (YACA) charter schools. The COO is responsible for ensuring that the public charter schools' operations are successful and faithful to the mission to prepare students for high school and beyond through a model supported through intensive integrated arts programs.

Responsibilities

Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies as pertains to YACA's operations, administration, external relations, governance, and fundraising. The COO will continuously assess organizational structure and systems and improve these areas to more effectively achieve mission and goals.

Under supervision of the CEO, the COO will oversee the following:

Operations and Administration: strategic planning, human resources, food service, transportation, facilities, information technology, administrative services

Risk Management: insurance, legal compliance, mitigation planning and implementation

External Relations, Governance and Fundraising: communication, advocacy, and public relations

Desired qualifications and characteristics

Bachelor's Degree

Excellent communication and interpersonal skills, including strong writing skills

Proficient with information technology

Track record of leading and supporting successful teams

Ability to provide cooperate and guide the finance department

Ability to represent the organization to a variety of audiences

Commitment to work towards creating an organization that has healthy, just, and sustainable



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working conditions

Desire to work in a co-leadership model

Successful fundraising experience from public and private sources

Familiarity with current education reform issues and policy

Responsible and detail oriented

Commitment to the long term civic health of New Orleans

JOB DESCRIPTION

Position: School Leader

Reports to: Board of Directors

Status: Full Time/Exempt

Calendar: 12 months

The school leader is the guiding member of the School's Leadership Team and is responsible for the overall success of the school. The primary responsibility of the position is to provide comprehensive leadership that fosters an effective learning environment for students from diverse ethnic, racial, and socio-economic backgrounds and prepares them for continuing academic success.

A successful candidate will demonstrate:

- › Consistent, high and ambitious expectations for student success;
- › An unwavering belief that disadvantage is not a barrier to achievement;
- › A steadfast respect for inclusivity, with high regard for the personal development of each child;
- › Value for the holistic education of individual students through educational experiences both within and out of the classroom;
- › Expertise in assessment/tracking of student progress, and the application of appropriate support and intervention based upon a detailed knowledge of individual children;
- › A relentless focus on improving teaching and learning through highly effective professional development of all faculty and staff;
- › An urgency to implement innovative, effective and engaging teaching strategies that promote student mastery of educational concepts;
- › The ability to cultivate a range of strategically beneficial partnerships particularly with parents, business and the neighboring communities;
- › A robust and rigorous dedication to evaluation and data analysis followed by the development of clear strategies for student, faculty, school and self-improvement.

RESPONSIBILITIES: (The following is a general list of responsibilities of the position; additional duties may be assigned)

Teaching and Learning

- Oversees and supports the effective, consistent teaching practices
- Supports individual teachers in improving instructional practice and reaching professional goals.
- Leads the execution of the school's Academic Plan.
- Oversees on-going development of curriculum and instruction.
- Plans and facilitates biweekly Instructional Leadership Team (ILT) meetings.
- Supervises the Academic Staff.
- Works with the program staff to organize and analyze data.
- Diagnoses and monitors student learning, instruction, and the curriculum with data.
- Collects assessment data identified in the school's accountability plan.
- Communicates with parents about the curriculum/instructional program.
- Supports the development and implementation of the school's arts integration program, maintaining fidelity to the Young Audiences model and contractual obligations.

School Culture

- Communicates the school's vision and builds teams to support the mission, vision and values.
- Motivates adults to demonstrate their belief that all students can learn at high levels and to accept responsibility for meeting student achievement goals.
- Leads the development of the school's social curriculum; sets expectations and monitors school-wide norms.
- Is appropriately accessible to students and parents.
- Engages families and larger community in the life of the school.
- Is responsible for maintaining student enrollment through positive family engagement and satisfaction with the academic program.

Staff Oversight and Development

- Develops annual strategic staffing plan aligned with school's instructional needs.
- Leads the school's team to recruit, select and evaluate high quality staff.

To be Named

Assistant School Leader

Responsibilities:

- Adheres to and enforces board policy, school guidelines, and administrative directives.
- Supports the overall school improvement process including teacher observation, modeling best practice, and analyzing student data.
- Supports the implementation of Response to Intervention and monitors its continued implementation.
- Enforces guidelines to maintain proper discipline and conduct.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists the Principal with student expulsions.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned.
- Assists in the selection and mentoring of staff.
- Supervises support services as assigned.
- Works as a team member to meet the system-wide needs of the district.
- Assists in supervision of special events.
- Performs other duties as assigned by the Principal or District Administrator

Qualifications:

- Master's degree in an education
- Hold or eligible to hold appropriate Louisiana license.

School Operations Manager

Responsibilities:

Operational Functions:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process.
- Coordinate technology implementation (planning, procurement, and training).
- Implement enrollment campaign for students (e.g., new students, intent to attend, waiting lists) including engagement in local marketing initiatives, demographic analysis, coordination with local/regional communications specialists.
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, secretaries, teachers and central enrollment department/advertising to meet enrollment targets.
- Work with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention.
- Work with school staff to manage reporting and data tracking for all special education programs.
- Prepare reports on site operations.
- Support all operational and logistical projects for start-up operations.
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

Financial Administration Functions:

- Responsible for site level budget monitoring and management, with input into budget development.
- Review monthly financial reports and update monthly financial estimate templates.
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting.
- Prepare drawdown requests for state funds.
- Manage and reconcile school's petty cash funds.
- Provide financial oversight, including invoice approval and developing the substitute teacher budget.
- Manage accounts payable and payroll processes.
- Oversee, in coordination with the controller, yearend audits as well as any site audits from state or federal agencies

Human Resource Management Functions:

- Manage day to day activities of designated non-instructional staff.
- Cooperate with Human Resources Manager to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees.
- Lead orientation for new hires.
- Lead annual performance reviews for non-instructional staff.

Qualifications:

- **Education:** Bachelor's Degree in Business, Accounting or Finance.
- **Preferred skills and work experience:**
 - Demonstrated success in monitoring budgets of \$5 million.
 - Demonstrated success in managing contracts of up to \$500,000.
 - Experience working in education organizations.
 - Experience with staffing processes and general human resource procedures.
 - Operations and facilities management experience.
 - Knowledge of financial modeling (using Excel) and cost analysis techniques.
 - Experience in managing and enforcing service level agreements and contracts for outsourced services.
 - Demonstrated ability to manage staff of 5-10 exempt and nonexempt employees.
- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input.
- Requests input from others to work towards a more effective outcome.
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance.
- Likes to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.

- Plans impactful summer training for staff and faculty.
- Facilitates setting of campus and grade level achievement SMART goals.
- Meets with teachers about individual professional development goals.
- Provides professional development opportunities for individuals and full staff to support achievement goals.
- Leads a high functioning School Leadership Team.
- Prepares/distributes weekly staff notes as on-going communication with teachers and campus staff.
- Edits/Revises staff/faculty/student handbooks as needed.

Systems and Operations

- Works with the Operations staff to manage the day-to-day operations of the campus.
- Develops school calendar.
- Develops instructional schedule for all grade levels and subject areas.
- Develops inclusion and English language learning schedule.
- Attends all general and committee meetings of the Governing Board.
- Works with Board Finance Committee to develop viable school budgets.
- Manages school expenses.

Personal Leadership

- Models the behaviors of effective leadership: goal-oriented, facilitative, resilient, adaptive, decisive and culturally competent.
- Demonstrates self-awareness and commitment to ongoing learning.
- Uses effective interpersonal skills to build trust.
- Takes personal responsibility for student achievement and success.

The Ideal Candidate will possess:

- A belief that all children, from every background, must receive an excellent education, and are able to reach high levels of academic achievement.
- Fully embraces serving students with Special Education needs and English language learners.
- Posses a minimum of two of full-time classroom teaching experience with progressive growth.
- A track record of success as the Principal, Assistant Principal, or School Administrator.
- Demonstrated ability to coach, lead, and collaborate with adults from a diverse range of perspectives and backgrounds.
- Demonstrated ability to build and keep strong relationships with diverse students and families.
- Outstanding written and oral communication skills.
- Self-motivation, especially when juggling competing priorities.
- Ability to think strategically, translate thoughts to action, and follow-through with all details.
- Humility, a sense of humor, and flexibility in an entrepreneurial environment.

EDUCATION & EXPERIENCE:

- 5 years experience as a school administrator with significant (and progressive) areas of responsibility
- Elementary public/charter school experience preferred
- Demonstrated record of success positively effecting test scores in a non-selective school that provides a well-rounded, high-quality education for all its students
- Master's degree required, a degree in K-12 school administration, curriculum & instruction or a related field is preferred.
- Preferred, current Louisiana or transferable School Administrative/ Principal Certification

EXPERTISE:

- Demonstrated passion for improving educational opportunities in underserved communities and for building a strong, mission-driven organization
- Ability to productively organize, communicate and disseminate development strategy and plans
- Proficient in using technology; willingness to adopt educational applications and implement school-wide expectations for implementation
- Strong interpersonal skills



Chief Financial Officer - Job Description

The Chief Financial Officer (CFO) works at direction of the Chief Executive Officer (CEO) and oversees finances of Young Audiences Charter Association's (YACA) charter schools. The CFO provides the leadership, management and vision necessary to ensure that the organization has financial strength and operating efficiency to ensure the sustainability of the organization. Making sure the people systems, fiscal controls, administrative and reporting procedures are in place to serve the students, parents and staff. This will include direct responsibility of budget, accounting, audit, forecasting, strategic planning, and federal, state and donor reporting and compliance. The CFO will have primary day-to-day responsibility for managing and controlling, planning, implementing, all financial-related activities of the organization.

Responsibilities:

- Serve as key financial advisor to CEO and Board of Trustees
- Direct, plan, organize, analyze and control charter-wide accounting operations and activities including the preparation, development, monitoring and review of individual school and organization-wide budgets, funds and accounts
- Manage school site and program budgets; prepare monthly account balance reports, meet with school and program administrators regularly to review individual budgets and assist with the achievement of department goals
- Manage cash position of organization and work with external bankers and lenders to comply with Board policies on asset management, cash on hand and reserves
- Annually analyze budget and prepare risk and opportunity report
- Oversee the preparation of preliminary, interim, and final budgets; prepare and present monthly financial reports at Board meetings, insure timely reporting to charter authorizer
- Protection of assets by developing, coordinating, and overseeing administration of strong internal accounting policies, controls and procedures for accounting operations
- Responsible for accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate corrections
- Monitor, evaluate and reconcile categorical and various other accounts, funds and budgets
- Develop internal calendar timeline and process for all financial and other compliance reporting activities, and provide school site support to ensure established timelines are met
- Direct and participate in the final year-end financial reporting process to ensure compliance as required by law; operate as lead contact for annual audit



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- Direct and prepare analyses of program and special fund costs and methods of financing, including long-range multi-year projections
 - Analyze rental potential of facilities and track associated revenue
 - Work closely with the Director of Employee Support Services on personnel matters, and to develop competitive and fiscally responsible and affordable compensation systems for all employees
 - Attend Board and other official meetings and proceedings
 - Other related duties as assigned that support the overall objective of the organization
 - Local travel and travel to conferences located within and without California may be required

Ability to:

- Analyze and resolve critical financial issues with significant organizational impact
- Work tactfully and effectively with administrators, employees, and the public
- Work independently with little direction
- Communicate clearly in writing and orally in English
- Manage external financial relationships with banks, lenders and vendors
- Gather, analyze data, and disseminate information
- Use spreadsheet and word processing software
- Understand and prepare all Federal and State financial reports
- Interpret and apply laws, rules, and standards
- Utilize skills in computers using spreadsheets, databases, and word processing
- Supervise and evaluate the performance of assigned staff

Qualifications/Requirements

- Bachelor's in business management, accounting, finance, or related field, Master's degree *preferred*
- Experience and understanding of the laws and practices governing and distinguishing charters and district schools is preferred. Specific training in school business and/or CBO certification a plus
- Three+ years' experience in a responsible fiscal position in an educational or non-profit setting

MARTHA MASON

Director of Curriculum Instruction

Responsibilities:

- Provide leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Assist Principal in developing staff development programming;
- Responsible for managing student data systems;
- Assist in administration of scheduling and standardized assessments;
- Assist Principal in the development of school created assessments;
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework, and events;
- Assist in making formal reports to the board of trustees and charter entity on student academic performance.

Qualifications:

- BA/BS degree or graduate degree;
- Administrative certification welcomed but not mandatory;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Demonstrated successful teaching experience;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of the charter school;
- Commitment to accountability, including a rigorous student testing regime;
- Demonstrated success in encouraging parental involvement.

ROSCOE REDDIX JR

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Job Description

Director of Arts Integration, Young Audiences Charter School

To ensure that YACS and YALA meet our goal of 60% of all classroom instruction being arts-integrated, the Director of Arts Integration (DAI) will:

Meet with each grade level team during weekly planning sessions to ensure arts-integration is an integral part of the planning process and provide guidance in finding the natural connections between skill strands and arts disciplines.

Provide professional development on the 4 Elements, as need throughout the year, and ensure that teachers are adhering to the Young Audiences model of arts-integration with fidelity.

Review lesson plans from all staff members, providing written feedback and recommendations. Each staff member should receive a minimum of one written communication per month in response to lesson plans.

Keep final versions of edited lesson plans for all staff in hard copy and on Evernote.

Complete monthly classroom observations of each staff member and provide feedback either verbally or in writing.

If a teacher is either not utilizing arts-integration or utilizing arts-integration with difficulty, additional treatment is required. The DAI will develop an action plan, which should include: a demonstration lesson, additional professional development, individualized lesson plan writing support, and coaching.

Demonstrate arts-integrated lessons for teachers upon request.

Assist the school leader in completing teacher evaluation, providing input as it relates to their success in implementing arts-integrated lessons.

Assist grade level teams with portfolio development and ensure that they are stored in Evernote.

Organize a minimum of two celebrations of arts-integrated learning for YACS families and community. When afterschool classes are involved in these

celebrations, the DAI will coordinate with the Director of Afterschool and Summer Programs.

Serve on leadership team and attend all leadership meetings.

Assist school leader as requested.

Report cards: develop a rubric for evaluating students during studio time for the purpose of report card grades in the arts. Facilitate grade reporting and ensure that all teachers are using the rubric properly.

Provide professional development on ART so that grade level teams can take ownership. Provide ongoing support as needed and ensure that ART is being implemented.



Director of Special Education

General Description:

The Director of Special Education is responsible for helping Young Audiences Charter School achieve its mission of educating the whole child through arts integration and to prepare our creative learners to flourish as leaders in life and learning. Under direction of the School Leader, The Director of Special Education will organize and oversee student services including academic and behavioral Response to Intervention, related services such as social work, counseling, therapeutic supports for social/emotional/behavioral needs, Speech Therapy, Occupational Therapy, Physical Therapy, Adapted Physical Education, nursing, orientation and mobility, Braille instruction, sign language, Section 504 services, and gifted and talented services.

The Director of Special Education will work in cooperation with RTI Coordinators, School Leader, and student support personnel and directly manage the special education teachers, assistants, and contracted service providers.

Major Responsibilities:

Overall Vision and Leadership

- Develops and implements systems to ensure timely service provision in accordance with student IEPs
- Ensures collaborative planning and professional development between special education coordinators and their school based teams, related service providers, and RTI coordinators and school based interventionists
- Facilitates the on-going embedding of the core values of Passion, Creativity, Discipline, and Teamwork across each of the student support service areas
- Develops and implements systems to identify students at risk for poor learning outcomes and ensures appropriate interventions are conducted in the areas of academics and behavior through collaboration with school based RTI Coordinators and network leaders
- Serves as a liaison between partners such as Shadows for Life (specialists in Autism)
- Response to Intervention: The Director of Special Education will work with the school leader, school-based RTI Coordinators, and Shadows for Life leaders to train staff, identify students,



evaluate programming, and track outcomes for students in need of interventions in the areas of behavior and academics.

- **Special Education Services:** The Director of Special Education will lead SPED teachers to develop an overall vision for the Special Education program, including the development and implementation of a comprehensive plan for curriculum, instruction, documentation, and professional development for special education coordinators, teachers, and support service providers.

Leadership and Programming Support across Student Support services

In addition to the areas of direct management, the Director of Special Education ensures high quality services through:

- **Strategic management:** Leads long-term and annual strategic planning processes that result in three-year and annual strategic plans with needs assessments, clear priorities, measurements of progress, action steps, and annual budgets
- **Performance evaluation:** Assists school leaders with performance evaluations of special education personnel and gifted and talented coordinators
- **Professional development :** Designs and implements professional development for special education teachers and their grade level teams, related service providers, and RTI coordinators and interventionists and facilitates the on-going embedding of the school values (Passion, Creativity, Discipline, and Teamwork) across each of the student support service areas

Direct Management Responsibilities

- The SPED Director directly manages Gifted and Talented teachers, SPED teachers, and SPED teachers assistants
- The SPED Director develops and implements systems to ensure compliance with local and federal law related to special education communicates regularly with district compliance monitors. The SPED Director will directly manage and support SPED teachers and assistants to ensure an annual cycle of assessment of regular review of compliance data (IEP timelines, evaluation timelines, IEP folder quality, and IEP quality).