

Young Audiences Charter Association Recruiting Plan – Director of Special Education

The School Leader will work with the Chief Academic Officer to recruit a Director of Special Education designated as “highly qualified” in accordance with the Every Student Succeeds Act and who is certified to teach Special Education in the state of Louisiana. A Master’s in Special Education is preferred.

YACA will place ads in local media, on our website and social media pages, and with partner sites such as the Greater New Orleans Collaborative of Charter Schools.



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).