Manager of Student Support Services

GENERAL RESPONSIBILITIES

Under the direction of the Director of Academic Initiatives, the position is responsible for the leadership, administration, and supervision of the network's special education program and services and the daily operational functions of the Student Support Team.

ESSENTIAL TASKS

- Establish and communicate a division-wide philosophy of least restrictive environment for serving special needs students.
- Guide the development and implementation of long-range and short-range plans for achieving special education goals and objectives in alignment with the school division's strategic plan.
- Direct special education services for all students with disabilities and ensure that students have access to the school division's core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Collaborate with the Manager of Clinical Services to coordinate clinical services provided by related service providers and fidelity of Child Find activities including the coordination of all schools' referral activities, screenings, and evaluations.
- Oversee the implementation of the Extended School Year (ESY) program and management of its program director.
- Collaborate with school-based administrators regarding the discipline of students with disabilities.
- Interview and hire staff members for the Student Support Team; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Facilitate and/or participate in all matters of dispute resolution with the Louisiana Department of Education, Recovery School District, Orleans Parish School Board and the Federal Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
- Provide accurate and timely data to the Louisiana Department of Education as part of ongoing reporting and monitoring.
- Develop, monitor, supervise and manage all aspects of the annual budgets for special education and audiology services; coordinate budget requests with individual schools relative to instructional programs.
- Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.

- Oversee and direct the allocation of special education staff to schools in accordance with state and local standards and student needs.
- Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school division.
- Monitor compliance with local policies, regulations and work with network-contracted attorneys to develop required policy changes.
- Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, school leaders, network staff and community members.
- Maintain accurate database and files of former and current students served in special education.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve Student Support Team operational functions and services; evaluate special education program initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Advise on the design, furnishings, and equipment for special education classrooms and facilities.
- Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings
- Engage all new staff members in effective induction procedures and facilitate continued professional development through ongoing training opportunities within the Student Support Team.
- Plan and implement professional development for Student Support Team staff in collaboration with the network Academics Team; involve staff in continuous improvement through self-evaluation and goal setting.
- Serve as the network's liaison in all matters concerning special education.
- Maintain communication network with other special education directors within the city and state.
- Assist Talent Team with screening special education applicants as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work collaboratively with School Leaders and Student Support Coordinators to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the network is in compliance; handle confidential information discretely and professionally; use discretion and exercise

sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the network's lead representative/contact person of programs for special needs students; effective management, supervisory, team-building, and problem solving skills.

EDUCATION AND EXPERIENCE

Master's Degree in Education or an allied profession is required. Valid Louisiana Department of Education licensure required with endorsements in special education teaching and educational leadership. Significant experience as a teacher and administrator working with individuals with disabilities to include a minimum of 5 years direct service delivery and/or classroom instruction and 3 years administrative/supervisory experience involving exceptional learner processes and instructional programming.

James P. O'Donnell

[redacted]

Professional Profile

For over a decade, I have served as an advocate for individuals with disabilities in both the education and human services fields. I have prioritized my professional development to build an array of skills in managing adults, instructional coaching, curriculum design, community building, and public policy. My interpersonal and logistical skills, as well as my experience in leading successful teams, have served as an asset for all of my former organizations and the students impacted by my work.

Education & Training

M.S.Ed., Educational Leadership
Graduate School of Education
The University of Pennsylvania
Philadelphia, PA
Awarded August 2016

Leadership Development & Mentoring
MATCH Leadership Coaching Program (MLCP)
New Orleans, LA
June 2014-May 2015

Leadership Institute
New Leaders Council - Louisiana
New Orleans, LA
January 2012-June 2012

Teacher Certification (1-12 Mild/Moderate Special Education)
Teach for America/TNTP
Baton Rouge, LA
August 2010-May 2011

B.S., Social Work
School of Social Welfare
Stony Brook University
Stony Brook, NY
Awarded May 2010

Professional Experience

June 2016-Present
Manager of Student Support Services, KIPP New Orleans Schools, New Orleans, LA

- Manage operations of network-wide student support services across eleven schools including budgeting, grant management, state and federal funding, compliance, instructional supports, curriculum development, and dispute resolution.
- Provide technical assistance and special education leadership development to Student Support Coordinators, school leaders, and allied professionals
- Facilitate professional development and training for both special education and general education teachers on topics related to behavior management and student support

July 2013-May 2016
Dean of Student Support, KIPP Leadership Academy, New Orleans, LA

- Expanded services being offered by Type 5 charter school from a "full inclusion" model to a full-continuum of support services for both students with identified disabilities and the larger student body through deliberate staffing, scheduling and community partnerships.

Professional Experience (Continued)

- For three consecutive years, the rate of students with IEPs meeting literacy growth goals have surpassed the rates of general education students as measured by NWEA's MAP test.
- Managed and coached a team of full-time staff consisting of teachers, paraprofessionals and clinicians, as well as additional part-time contracted service providers such as OT, PT and APE.
- Founded KLA's first behavioral support program for the 2015-2016 SY providing focused programming for six students with intensive social-emotional needs.
- Provided technical assistance to network's other SPED coordinators regarding discipline, legal compliance and MFP/IDEA funding on an as-needed basis.

June 2013-July 2013
Summer Leader Fellow, Building Excellent Schools, Boston, MA

- Following orientation in Boston, planned Freedom Preparatory Academy's expansion in Memphis, TN from a single-site charter school to a K-12 CMO.

August 2012-May 2013
Inclusion Specialist, Mentorship Academy of Digital Arts, Baton Rouge, LA

- Served as 504 Coordinator for Type I charter school focused on project- based learning.
- Coached general education teachers on best practices for meeting the needs of students with disabilities within an inclusive environment.
- Completed biannual Compass evaluations for all teachers per Louisiana Act 54.

June 2012-July 2012
Corps Member Advisor, Teach For America - Delta Institute, Cleveland, MS

- Mentored and coached team of twelve teachers during their first teaching experiences.

June 2011-July 2011
School Manager, Teach For America - Delta Institute, Cleveland, MS

- Planned logistics and operations for K-12 school site hosting 90 teachers in training, 300 students, and 15 staff including meals, transportation, facilities and campus safety.

August 2010-May 2012
Special Education Teacher, East Feliciana Middle School, Clinton, LA

- Appointed Special Education Chairperson for 2011-2012 school year.
- Served as PBIS facilitator, leading to a 50% decrease in office referrals.

September 2009-May 2010
Clinical Intern, Hope House Ministries, Port Jefferson, NY

February 2008-May 2010
Medical Counselor, YAI/National Institute for People with Disabilities, New York, NY

September 2007-May 2008
Psychoeducational Intern, The Sayville Project, Sayville, NY

June 2005-January 2008
Senior Direct Service Professional, United Cerebral Palsy of Suffolk, Commack, NY

Professional Affiliations

Educator All-Star; Stand for Children - Louisiana

- Served on the organization's Teacher Preparation and Evaluation committee 2014-2016.
- Testified for LA State House of Representatives regarding special education teacher evaluations.
- Presented "Co-Teaching Relationships" seminar at 2016 Advocacy Conference in Lafayette, LA.

2012 Fellow; New Leaders Council - Louisiana

- Served as Logistics Chair for 2013 Institute

Grant Reviewer; Orleans Parish Citywide Exceptional Needs Fund (CENF)

- Participated 2017 and 2018

Member; Leadership for Educational Equity (LEE)

- Attended LEE's National Organizing Workshop at Johns Hopkins University in December 2014.
- Attended LEE's National Policy and Advocacy Workshop in Boston in August 2017.
- Attended LEE's Southern Public Leadership Institute in Atlanta in March 2018.

Member; Associated Professional Educators of Louisiana (A+PEL)

Member; Council for Exceptional Children (CEC)

- Attended CEC National Convention in 2017 and 2018.

Member; Council of Administrators of Special Education (CASE)

Member; Council for Children with Behavioral Disorders (CCBD)

References

Available upon request.