



DIRECTOR OF SPECIAL EDUCATION

Allegiance STEAM Academy Thrive, a Harbor of Innovation and Accountability

We have an amazing and unique employee culture and strive to hire the best. We value integrity, excellence, respect, inclusion, and collaboration. What is special about ASA is how we live the Wolves' Ways:

- Trust Your Instincts: *Assume positive intent of one another*
 - Keep Your Den Clean: *Attract and retain highly effective people*
 - Stay on Track: *Encourage alignment of independent decision-making with school-wide goals*
 - Howl with Your Friends: *Share information openly, broadly, and deliberately*
 - Be a Leader: *Remain extraordinarily candid with each other*
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Under the direction and supervision of the Chief Academic Officer, the Director of Special Education, has the responsibility for overseeing the Special Education Programs at Allegiance STEAM Academy Charter Schools. The Director of Special Education will be responsible for the implementation, management and administration of program and services for all special needs pupils that may include, but are not limited to: Psychological Services, Speech and Language Services, SELPA/Special Education programs and services, and Section 504 of the Rehabilitation Act of 1973. Director of Special Education oversees and coordinates interventions at the sites and organization-wide; coordinates efforts to ensure that assessment and intervention data is registered on student information system.

Primary responsibilities include, but are not limited to:

- Maintains a growth mindset, engaging people and tasks with a willingness to learn, listen, reflect, share, and change;
- Oversee the development, formulation and implementation of Allegiance STEAM Academy Policies as they relate to Special Education;
- Oversee the monitoring and adherence to all Special Education Local Area Plan (SELPA) Local Education Agency (LEA) Assurances with the designated SELPA of ASA;
- Maintain an updated working knowledge of laws, regulations and Board Policies relating to Special Education;
- Build a database of current periodicals, articles, books, and academic materials relevant to Special Education;
- Provide leadership and expertise in assessing, identifying, formulating, and implementing Special Education goals and programs in compliance with state and federal mandates and guidelines;
- Develop and maintain information and record keeping systems necessary for completion of required county, state and federal reports;
- Coordinate and provide staff development for the charter school computerized IEP program to Special Education staff;
- Oversee the management of student data related to Special Education;
- Keep CEO, CAO, Site Principals, and staff informed of legal requirements relating to Special Education and available state, federal and community resources;
- Represent charter schools at designated SELPA meetings;
- Review the IEP and other documentation to assure compliance with state and federal mandates, including monitoring student placement procedures;
- Assist in the preparation of complaint, mediation, and due process materials;
- Monitor and review Special Education teacher and instructional aide staffing, performance and assignments;

- Participate as a member of the IEP teams, may serve as the administrative designee;
- Serves as a resource to parents, administrators, and teachers in the identification, selection, and use of instructional materials, curriculum, positive behavioral interventions, methodologies and strategies;
- Plan, organize, and implement a variety of staff development and training;
- Passionately advocate ASA THRIVE's philosophies to parents, charter school Special/General Education teaching staff and administration;
- Exercise sound judgment, prepare clear and concise written documents, and work varied hours at multiple work locations;
- Assist sites in analyzing and evaluating assessment data and using data to improve their instructional program;
- Assist sites in developing and implementing interventions to support student learning and achievement;
- Assist sites in organization-wide interventions;
- Plan, implement, and evaluate Extended School Year Services;
- Coordinate efforts to register assessment and intervention data into the student information system; and
- Perform other duties as assigned.

Credential:

- Master's degree in Educational Leadership, Special Education or related field;
- Education Specialist Instruction Credential (California);
- Administrative Services Credential (preferred)

Experience:

- Three years of successful experience participating in and/or administering and supervising Special Education programs.

Additional Qualifications:

- The Director of Special Education must have knowledge of and demonstrate his/her ability regarding the following:
 - Principles, practices, trends, goals and objectives of public education;
 - Educational, fiscal and legal aspects of Special Education operations;
 - Curriculum and instructional design and delivery systems specific to Special Education;
 - Research and development processes;
 - Practices in educational technology and data retrieval, reporting and analysis;
 - Conflict resolution and team building methods and techniques;
 - Evaluate and analyze complex problems, issues, and concerns;
 - Effectively communicate orally and in writing;
 - Utilize a simplistic communication model;
 - Learn the operations, organization, rules, regulations, and laws governing charter schools;
 - Become familiar with the local community in which the students and their families live and work;
 - Willingness to learn STEAM based approaches to learning; and
 - Maintain flexible schedule and be willing to travel from site to site

To be employed by ASA THRIVE the following conditions must be met:

- All employees must fulfill California Education Code § 44237, which requires fingerprints to be obtained from each new employee in order to obtain a criminal record summary prior to commencing employment from the Department of Justice. The employee is responsible to pay for the fingerprinting costs.
- All employees who are mandated reporters, as defined by Penal Code 11165.7, are to report known or suspected instances of child abuse or neglect. Prior to employment, each employee shall sign a statement, on a form provided to him/her by Allegiance STEAM Academy, to the effect that he/she has knowledge of the statutory requirement that if he/she observes a child whom the mandated reporter knows or reasonably suspects has

been the victim of child abuse or neglect, he/she shall immediately report this to Child Protective Services. The CEO/Principal shall ensure that the provisions of this policy are carried out in accordance with the law.

- All employees must complete the "1-9" form to verify that they have the legal right to work in the United States.
- All employees must have a social security card.
- All employees and volunteers must provide the results of a T.B. test as required by current state law and renew their TB verification every four years.