

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY
DIRECTOR/TEACHER OF SPECIAL EDUCATION
OPEN POSITION**

POSITION/TITLE: Director/Teacher of Special Education Services

TERMS OF EMPLOYMENT: 10 months

SALARY: As Per District Salary Schedule

FLSA STATUS: Exempt

BENEFITS: Standard Package

PREFERRED QUALIFICATIONS:

1. Valid State of Arizona Supervisor Standard Certificate in Special Education preferred.
2. Valid State of Arizona Teaching Certificate in Special Education.
3. Master's Degree in Special Education.
4. Knowledge of Special Education laws, procedures, compliance, due process and staff development required.
5. Knowledge of all areas of Special Education programs for exceptional children, school management techniques, child development, counseling and psychological theory, modern curriculum concepts and learning theory.
6. Minimum of five years successful teaching experience in Special Education.
7. Ability to work comfortably and competently with administrators, teachers, classified personnel, parents, and students of all ages.
8. Ability to develop empathy with parents and pupils.
9. Ability to plan, organize, and direct the work of others.
10. Ability to prepare written statements of policy, procedure, grants, and evaluates instructional programs, personnel and reports; exercise initiative; and possess mature judgment.

JOB GOAL: Provide leadership within a team setting in development, implementation, evaluation and improvement of all Special Education programs, psychological services and monitor Special Education policies and procedures to impact the achievement of students.

DUTIES AND RESPONSIBILITIES:

1. Assists certified and classified administrators in recruitment and hiring of Special Education staff members.
2. Plans programs, coordinates curriculum resources and assists in evaluating the effectiveness of programs for individuals with exceptional needs.
3. Assumes responsibility for the orientation and in-service training of teachers, counselors, psychologists, resource teachers, aids, and others assigned to the various Special Education programs.
4. Assumes responsibility for the evaluation and selection of devices, materials and techniques used in the Special Education programs.

5. Serves as ex-officio chairperson on mandated Special Education committees dealing with admissions, pupil progress and discharge.
6. Keeps abreast of curriculum innovations, learning theory and current organizational practice for the purpose of modifying, updating, and improving programs and services.
7. Collaborates with regular classroom staff to ensure effective integration of special education students into the regular school program.
8. Supervises the attendance, accounting, instruction and organization procedures used by Special Education personnel so the district realizes minimum costs, consistent with maximum program effectiveness
9. Assumes responsibility for the development of realistic and cost effective budgetary recommendations for support of various Special Education programs.
10. Provides leadership for the psychological services and counseling program that promote teamwork and collaboration with all district programs.
11. Serves as the principal Special Education representative to the State Department, to other districts, to the Governing Board, and to the community at large.
12. Works closely with the Dean of Academy, in a consultant role, to ensure that all resources of the regular school program are exhausted prior to placement of children in Special Education.
13. Keeps constantly alert to the needs and trends of the Academy in the area of Special Education and recommends to the Executive Director the expansion, modification or reduction of special program and staff as changing needs so indicate.
14. Keeps informed on the content and status of current Special Education legislation and formulated positions on legislation which reflects the best intent of the district.
15. Develops and implements evaluation procedures for all Special Education programs.
16. Leads in the collaboration within a team environment the Dean of Academy, the supervision and evaluation of special education staff.
17. Manages a equally distributed caseload of special needs students with other special education teacher(s).
18. Performs other duties as assigned.