



*Success Preparatory Academy (SPA) is a Kindergarten through 3rd grade high performing “transformation” charter school that opened its doors in August 2009. Each year, we will grow by one grade, eventually serving over 500 students in grades Kindergarten through 8th grade. We are a team of results driven educators who offer a world class education to this great city’s children.*

## **Director of Special Education**

The Director of Special Education will design and implement an effective Special Education model through an extended day educational program. They must be committed to the achievement of students who are at-risk for academic underperformance due to behavior, emotional, and physical challenges and constantly be focused on results. In addition, they will collaborate with other Special Education team members, teachers, teaching assistants and specialists to develop college bound students for leadership and lifelong learning.

### **Key Responsibilities:**

- Deliver engaging one-on-one, small group, and whole group instruction as appropriate
- Schedule and provide pull out services as needed
- Create and revise Individual Education Plan (IEPs) and 504 plans
- Ensure that all regular education teachers know and understand all classroom accommodations required by IEPs and 504 plans
- Chair and manage the Response to Intervention (RTI) process
- Maintain compliance with state and federal Special Education laws and regulations
- Develop and manage the reporting system for all Special Education and related services program
- Manage, monitor, and evaluate third party special needs service providers
- Manage other Special Education team members
- Provide professional development for staff around special education
- Teach and hold students accountable for the school’s culture and standards of behavior
- Build excellent relationships with students by creating a nurturing classroom environment
- Maintain consistent communication with students’ families
- Continuously refine instructional techniques
- Be a constant learner
- Work collaboratively with others
- Be flexible in a challenging environment

### **Characteristics of our ideal candidate:**

- A passion and commitment to developing our college bound students for leadership and lifelong learning
- A proven track record of achievement
- Excellent classroom management
- Enthusiasm for teaching urban youth
- The ability to receive and implement feedback
- Highly effective oral, interpersonal, and written communication skills
- Minimum three years of full time teaching and managing compliance in Special Education (urban experience in Louisiana preferred)
- A bachelor’s degree or higher (Master’s Degree in Special Education preferred)

**If you are interested in applying for the Director of Special Education position, please submit a cover letter and resume to [careers@successpreparatory.org](mailto:careers@successpreparatory.org)**

**Are you ready for the challenge?**