



# Chester Charter Scholars Academy

Scholarship ♦ Character ♦ Craftsmanship ♦ Purpose

## Director of Special Education (Grades K – 12)

### Position Description

The Director of Special Education will be responsible for proper maintenance of records for special needs students, oversight of the IEP Team process, and will be the primary person responsible for ensuring that students with special needs receive the proper accommodations and/or modifications within the classroom. In addition, s/he will work closely with leadership and teaching faculty to monitor the progress of students with special needs and help guide teachers to make data-driven curricular decisions. The Director of Special Education is a 12-month position and reports to the Head of School/CEO.

### Primary Responsibilities:

- Coordinate and review special education needs of incoming students.
- Ensure that CCSA receives IEPs and 504s of all incoming students.
- Supervise the school's referral system for students who are struggling academically and/or socially; maintain pre-referral intervention process; coordinate referral system with local, state and federal requirements.
- Develop and oversee the case management system for all students on IEPs and 504 Plans, including overseeing manifestation hearings and serving as the lead for due process.
- Manage, with others, the procurement of 3rd party services needed to support special education services; monitor and evaluate the effectiveness of these services.
- Follow all federal and state guidelines concerning the development and implementation of IEPs and 504s and ensure compliance for all special education programs.
- Develop a schedule for push-in and pull-out services for students with IEPs.
- Coordinate necessary testing for evaluation and re-evaluation of students.
- Manage process for any special education legal matters.
- Ensure that all general education teachers understand and implement classroom accommodations for the students they serve who have an IEP.

### Qualifications:

- Hold Pennsylvania Special Education certification
- School Leadership certification and/or degree, strongly preferred
- Minimum of three years teaching special education in an urban setting
- Exceptional classroom management skills
- Experience leading, supervising and managing adults
- Act 34, Act 151, Act 168 and FBI clearances

**Compensation:** Commensurate with experience and includes a comprehensive benefits package

**To Apply:** Submit IMMEDIATELY resume to Akosua Watts ([awatts@CCSAscholars.org](mailto:awatts@CCSAscholars.org)) with subject line "Director of SPED"

For essential information about the school, go to: [www.CCSAscholars.org](http://www.CCSAscholars.org)