

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

April 22, 2025

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<b>Position:</b>	<b>ADMINISTRATIVE</b> Director of Special Education 12-month contract
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Indiana Director of Special Education License or Assistant Superintendent License or in the process of completing</li><li>• Strong leadership and communication skills</li><li>• Strong work ethic; professional demeanor</li><li>• Collaborative management style</li><li>• Experience in providing leadership for all aspects of Special Education</li><li>• Extensive knowledge of Title VII</li><li>• Experience in implementation of best practices for Special Education</li></ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Coordinates all special education services within the corporation, including private schools and community preschools within the BCSC LEA boundaries</li><li>• Evaluates</li><li>• Evaluates programs and conducts needs assessments within all areas of special education</li><li>• Develops district special education policies and procedures</li><li>• Coordinates and supervises School Psychology, Occupational and Physical Therapy services</li><li>• Serves as the district Section 504 Coordinator</li><li>• Manages special education grants and special funding</li><li>• Coordinates services for out-of-district placements, including alternative programs</li></ul>
<b>Last Day for Completed Application Process:</b>	3:00 p.m., Wednesday May 7, 2025
<b>Selection Process:</b>	Initial Interviews: Monday, May 12 and Tuesday, May 13, 2025 Committee Interviews: Monday, May 19, 2025 Board Approval: Tuesday, May 27, 2025
<b>Contact:</b>	<i>Submit online application, letter of interest, resume, copy of license, 2 letters of recommendation and transcripts at:</i> <a href="http://www.brownsburg.k12.in.us">www.brownsburg.k12.in.us</a>  Jodi Gordon Executive Director of Human Resources Brownsburg Community School Corporation 310 Stadium Drive Brownsburg, IN 46112 PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of race, color, religion, sex, national origin or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.