



A K-6 SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS SCHOOL

### Summary

The **Director of Special Education** is a member of the school's leadership team and reports directly to the Executive Director with responsibility for planning, directing, and coordinating the delivery of school-wide special education and related services in compliance with state regulations and federal laws. The Director of Special Education provides leadership and coordination to ensure the overall design and implementation of individualized educational programs and support services that provide Banneker students with the support needed to grow in academic skill and social emotional awareness.

The **Director of Special Education** will lead a team of motivated teachers that supports our community, offering services to students (English Language Learning, Speech Pathology, OT, PT), and managing the SPED Assessment team.

The **Director of Special Education** organizes professional development on specific topics related to serving students in a culturally affirming way, in support of their social emotional learning and with a vision of the students abilities rather than deficits. As an advocate for students with special needs, the Director of Special Education will engage with parents, teachers, students and school leaders on matters related to serving each student's needs.

The **Director of Special Education** will contribute to the overall culture of the school as a collaborative agent of change committed to progressive school improvement and meeting the needs of all students in a rigorous academic environment.

### About the Banneker

The Benjamin Banneker Charter Public School, located in Cambridge, is celebrating 25 years of educating children in Massachusetts. From the start, in 1996, community leaders and parents knew that there had to be a better way to provide students with a culturally affirming yet rigorous education. Their objective in creating such a school was to ensure that students would leave the Banneker with a culturally rich and academically strong foundation that would provide a path for future success. After 25 years of building and refining, the Banneker continues to deliver on its promises, and is recognized for excellent academic outcomes, where students also gain self esteem and favorably view their school experience. The program's design is rigorous yet agile and ever-evolving. The results have been well validated, with overall proficiency scores of nearly 20 percentage points above the Massachusetts state averages for ELA, Math, and Science.

WELCOMING ALL CHILDREN · CHALLENGING EVERY LEARNER · CELEBRATING STUDENTS' SUCCESS

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21 NOTRE DAME AVE CAMBRIDGE, MA 02140

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### **Who should apply?**

The Banneker is a small but very inclusive community of educators. We believe that we can best achieve our mission when our leadership, teachers, and staff reflect our students' identities and when all are working on behalf of our students and families; therefore, we are very committed to being an inclusive multicultural community at all levels. With this in mind, we strongly encourage people of all cultures and ethnicities to view our website and consider if this community is a fit for you.

### **Characteristics, Knowledge, and Skills**

- Extremely organized and detail-oriented with demonstrable experience managing many moving parts and consistently delivering on time
- Deep experience in special education in an elementary school setting
- Ability to communicate and engage with a diverse and inclusive community of educators, families and students
- Ability to work in a fast-paced, high-performing, sometimes unpredictable environment
- Enjoy working with and for children in grades K – 6

### **Education and Experience**

- Master's Degree or higher in education with a concentration in special education administration and/or a related field
- Massachusetts Administrator of Special Education certification
- Minimum of 3 years teaching experience in special education
- Massachusetts special education teacher certification
- Experience in special education administrative role
- Experience and training in the supervision and evaluation of teachers
- Ability to effectively communicate both orally and in writing
- Demonstrate leadership qualities, interpersonal skills and characteristics necessary for working effectively with students, teachers, parents and other administrators
- Ability to support and nurture a diverse multicultural atmosphere that enhances individual growth and promotes positive self-image

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**Key Responsibilities for the Director of Special Education** (included, but not limited to):

- Assists in the development and implementation of the school's accountability plan and is responsible for meeting special education goals
- Coordinates all aspects of the special education process including referral, evaluation, disability determination and IEP development in accordance with state regulations and federal laws
- Performs academic assessments, observes students, writes formal reports and makes recommendations
- Chairs all IEP meetings and serves as primary district representative authorized to commit district resources at IEP meetings
- Facilitates compliance of legal regulations by ensuring students are receiving services in accordance to IEP and in the least restrictive environment
- Observes all timelines for completion of evaluation, team meetings and service delivery as mandated by state regulations and federal laws
- Ensures the maintenance of accurate student records
- Chairs Coordinated Program Review conducted by DESE
- Interviews, supervises, trains and directs the work of all special education professionals and related service staff
- Contracts with outside agencies for related services
- Serves as primary liaison between agencies that provide support to students
- Evaluates the performance of all special education professionals and related service staff
- Oversees the development and coordination of curriculum goals and objectives and distribution of instructional material for special education programs
- Provides technical assistance to school staff in areas of high standards for students with disabilities including differentiated instruction techniques
- Maintains responsive lines of communication among students, parents and staff
- Organizes and conducts kindergarten screening as part of "Child Find."
- Collaborates with all program and support areas in the school to ensure a unified model of service delivery and the appropriate inclusion of special education in all academic and non-academic activities
- Develops and implements integrative/inclusive programs, working with school leadership and outside agencies to evaluate and monitor their effectiveness in terms of quality service to students with disabilities
- Assumes a lead role in the professional development activities of special education and regular education teachers to improve instruction for all special education students
- Prepares grants to obtain special education federal funding
- Performs other related duties as requested by the Executive Director

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### **Compensation**

Staff members are provided with a competitive salary, full benefits, and a working environment that includes the necessary technology and resources to succeed. You will join a team of like-minded professionals working to achieve the same mission.

The expected range for this position is: 76K- 86K

We are an Equal Employment Opportunity Employer

As an equal opportunity employer, Benjamin Banneker Charter Public School provides equal employment opportunities without regard to race, religion, creed, color, national origin, ancestry, age, gender, sexual orientation, gender identity, military service, disability, genetic information, or any other category protected by federal or state law.