

2023-24 School Year

Position: Director of Special Education

Circle of Seasons Charter School, a Public Waldorf School, seeks a collaborative, dedicated **Director of Special Education**.

Circle of Seasons Charter School is a K-8 public charter school that offers an approach to teaching and learning that is both whole child focused and student centered. We are the first, and one of just a few, public charter schools on the east coast that is guided by the core principles of Public Waldorf Education. Circle of Seasons campus is located in Fogelsville, PA and is positioned on a 35 acre hilltop with access to outdoor classrooms, hiking trails, woods and playing fields.

COS nurtures a supportive academic learning environment and classroom community by helping students develop respect, confidence, acceptance, in addition to other positive social values. We believe that happiness, inspiration, creativity and fun are compatible with public education and should not be limited to those who can afford a public school experience.

Using a Waldorf approach thoughtfully synced to Pennsylvania State Standards, students are immersed in a curriculum that emphasizes teaching and learning from where the students are physically, emotionally, and developmentally. This approach encourages developmentally appropriate engagement in both math and literacy and also includes nature based exploration, creative arts, movement and music. All of these components are embedded intentionally throughout all areas of the curriculum and the students' experiences.

School business hours are 8:00 - 4:00 Monday through Friday; however administrative roles often mandate working beyond these set hours. The Director of Special Education is expected to participate in all meetings, open house events, and school festivals and gatherings outside of these hours.

The salary for this position is **\$80,000** and includes participation in the 403b retirement plan and healthcare benefits. Background clearances, physical examination and TB test will be required.

Expectations

COS expects that the **Director of Special Education** will maintain and further the mission, vision and values of the school. The Director of Special Education is responsible for leadership of the special education team and development of the special education program and shares responsibility with the administrative team for the execution of our charter, commitment to positive school culture, and participation in the administrative team's decision-making processes.

Please submit letter of interest, resume, and description of educational philosophy to hr@circleofseasons.org

Job Description

Qualifications

- Experience with Child Find process and understanding of special education laws, policies, and procedures
- Special Education Supervisory Certification required (or equivalent)
- Charter school administrative experience preferred
- Minimum five years of public school experience that includes both teaching and supervising (preferred)
- Ability to effectively work with diverse adult and student populations
- Excellent communication skills
- Dedication to developing a special education program aligned with principles of Public Waldorf education

Responsibilities include but are not limited to the following:

- Oversee all Special Education Programs for students in Grades K-8 and their families and teachers
- Oversee Special Education teaching staff and paraeducators in grades K-8, including evaluation process
- Assist in oversight of English Language Learning supports
- Oversee Special Education budget
- Coordinate Individual Education Plans
- Consult with Special Education counsel regarding compliance with Special Education law
- Participate in hiring process for new staff as needed
- Oversight of professional development to support implementation of Special Education programs
- Lead and manage COS strategic planning goals regarding Special Education
- Hold high standards for school norms that maintain and support a strengths-based network of support for student achievement and behavior
- Point of contact for all Special Education concerns
- Coach teachers in best practices in Special Education instruction
- Attend to school-wide administrative issues as a member of the COS Administrative Team
- Participate in ongoing professional development
- Maintain a positive professional environment that is calm, safe, joyful, kind, and nurturing

Personal Qualities

1. Teamwork-oriented/collaborative
2. Integrity
3. Effective communicator
4. Approachable
5. Creative and innovative
6. Student and family oriented
7. Ability to build trust and rapport
8. Resiliency

Organizational Responsibilities

1. Monitor compliance with policies and laws; Implement policies of the COS Board of Trustees
2. Maintain a current knowledge of developments in charter school law and special education law
3. Report to the Board of Trustees about the status of special education
4. Work with CEO, administrative staff and committees to prepare long and short term goals for the school in the areas of special education services
5. Inform the School Board about current trends and developments in Special Education
- 6.

Collaborate with administrative team to develop Special Education staffing plans 7. Collaborate with CEO, Finance Committee Chair, and Business Manager to prepare special education budget. Ensures that special education expenditures are within limits approved by the Board.

8. Ensures filing of all required special education reports by state and federal law/regulations.

Academic Responsibilities

1. Oversee Special Education services including monitoring student data collection and state reporting.
2. Serve as Local Education Agency (LEA) officiate who attends all Individualized Education Plan (IEP) meetings and reviews and authorizes implementation of all IEPs with Teaching Team.
3. Participate in school initiatives to support and develop the COS curriculum framework, support teachers in differentiation of content to meet student needs, and support faculty and staff in attainment of proficiency in delivering instruction supportive of individualized student needs.
4. Monitor classrooms to identify and address special education needs, strategies for teaching, and progress of special education students within the regular and special education environments.
5. Collaborate as part of the administrative team to develop testing schedule/accommodations for special education students and students with disabilities.

Reporting Responsibilities

1. Ensure that all special education reporting is complete and in compliance with all applicable special education laws and PA regulations.
2. Possess knowledge of special education law and engage in on-going personal professional development in that area.
3. Provide contributions to long-term school initiatives, including the Comprehensive Plan, the annual report, annual school perception survey, and the envisioning process for continual development of COS.
4. Provides Special Education reports to the Board of Trustees as needed.
5. Collaborates with Special Education team to support the Extended School Year (ESY) program.

Student Support

1. Supervise the location, identification, and evaluation process for students with disabilities, collaborating with teachers.
2. Monitor operation of programs for students with disabilities to ensure operation is in accordance with state policies, procedures and guidelines.
3. Supervise planning for anticipated transitions of special education students 14 years and older.
4. Ongoing communication with counseling department and families regarding guidance referrals, parent consultation and individual planning for student success.

Personnel Management/Staff Support

1. Provide on-going, regularly scheduled consultation to special and regular education personnel regarding special education teaching and learning
2. Contract with all providers of student services such as psychologists, occupational therapists, and speech therapists and schedule their services
3. Mentor/coach the special education teachers and paraprofessionals
4. Conduct evaluations of special education teachers and paraprofessionals
5. Collaborate with administrative team in arranging professional development for staff in special education needs, including inclusive practices and differentiation

School Culture and Communication

1. Develop proficiency in Public Waldorf pedagogy and seek training in developing special education programs that support and integrate with pedagogical constructs of Public Waldorf Education.
2. Collaborate with the administrative team to maintain a safe, positive, cooperative climate and culture within the school community