



## PROVIDENT CHARTER SCHOOL

### Position vacancy announcement

**Title:** Director of Special Education

**Reports to:** Principal & CEO

**Anticipated start date:** August 24, 2016

**Compensation:** Salary range starting at \$65,000 (depending on experience) and generous benefits plans

### About our school

Provident Charter School is a recently approved charter school opening in Pittsburgh, PA for the 2016-17 school year. The school was designed specifically to address the needs of students with language-based learning differences such as dyslexia. The school expects to open the 2016-17 school year with 96 students in Grades 3-4 and will grow to a comprehensive school serving Grades 2-8 by fall 2021.

### Job Goals

- To serve as the school's leader in establishing the vision of the school's special education program.
- To deliver meaningful, effective supports to students and teachers.
- To provide expertise in the removal of barriers for student instruction and student school experience.
- To design reporting systems and deliver reports that maintains state and federal compliance.
- To effectively implement and train others on best practices in special education programming.

### Qualifications

1. Pennsylvania Supervisor of Special Education certification.
2. Demonstrated knowledge and experience in the field of special education.
3. Experience working with students with dyslexia.
4. Excellent communication, leadership, organization and problem-solving skills.
5. Strong knowledge of federal and state special education regulations and Common Core standards.
6. Experience developing special education procedures and policies.
7. Program vision and leadership in implementing best practices.
8. Outstanding dependability, initiative, creativity and decision-making skills
9. Skills relevant to the implementation of the Common Core standards in all content areas to include large group and small group instruction.
10. Proficient in managing and using data to guide decisions for student programs.
11. Proficient in coaching teachers and other staff, preparing and maintaining ongoing instructional programs and supportive services.
12. Ability to secure all relevant and necessary clearances.

## **Professional Responsibilities**

1. Lead the development, coordination, evaluation and supervision of second through eighth grade special education data collection programs and related services, English-as-a-Second-Language programs, homebound Instruction, home education programs, residential treatment centers and homeless services.
2. Ensure that appropriate educational services for all exceptional and protected special needs students and homeless students are provided and ensure compliance with all applicable state and federal special education laws and mandates.
3. Maintain all special education records.
4. Supervise all teachers and related services staff with regard to instruction and services for special education students.
5. Provide staff development services related to adapting instruction in all content areas and special education.
6. Write and develop Administrative Procedures for Special Education.
7. Submit monthly leadership board reports.
8. Participate and collaborate in development of the strategic plan.
9. Participate, prepare and submit all PDE cyclical monitoring and PDE data reports.
10. Share responsibility with the Principal, Chief Learning Officer and School Psychologist for assisting in the recruitment, screening, hiring and training of faculty and staff.
11. Proper submission of ACCESS funding.
12. Grant writing for special education services and programs.
13. Coordinate, implement and prepare all required grant compliance reports.
14. Serve as an available resource to all school personnel on special education matters.
15. Monitor students and maintain safety during non-instructional times (i.e. lunch duty, recess duty).
16. Continue to grow professionally through activities such as study of current professional literature, participation in school professional development sessions as well as local, county, regional, and state meetings and conferences.
17. Other responsibilities as assigned by the Principal.

**Terms of Employment:** Twelve (12) month position.

**Evaluation:** Performance of this job will be evaluated by the Principal & CEO.

## **Salary and benefits**

- Starting salary \$65,000 (actual rate will be based on experience)
- Employer paid retirement contribution matching 10% of salary
- Employer paid dental, vision, life insurance benefits
- Significant employer contribution toward health insurance

## **How to Apply**

Interested candidates should email a cover letter & resume to Brett T. Marcoux, Principal & CEO at [bmarcoux@ProvidentCharterSchool.org](mailto:bmarcoux@ProvidentCharterSchool.org). The subject line of that email should reflect the position title. Applicants are encouraged to act with urgency.

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*