

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

Position Title: Director of Special Education Department/Secondary Special Education Teacher

Category: Half Time Certified

Reports To: Secondary and Elementary Administrators

Start Date: August 8, 2017

SUMMARY:

To provide leadership and direction to enable special education pupils to benefit from educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. To assist the district in providing an educational program that is sensitive to the needs of all students within the requirements of federal and state law, administrative rules, and Board policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Director of Special Education

- Provide leadership in the development of the district's special education program and coordinate and supervise related services
- Keep staff informed of legal requirements and ensure that all requirements under federal and state law, administrative rules, and Board policy are met
- Serve as a member of the student services review team, and assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with the legal requirements of this process
- Monitor the implementation of Individualized Education Plans (IEP)
- Interface activities such as general planning for transitioning students, transportation, cooperative funding, and service requests
- Consult with individuals and teams regarding students with special needs
- Establish procedures for the evaluation, placement, and reappraisal of students in need of special education and/or related services
- Supervise and coordinate home instruction for homebound or hospitalized special education pupils
- Assume responsibility for district compliance with federal and state law, administrative rules, and Board policy regarding school special education programs
- Oversee the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services
- Meet with parents to discuss the implementation of IEP's and to resolve grievances
- Handle parent complaints effectively
- Work with Administrators and parents to develop and implement appropriate school and community supports.
- Assist in the selection of school building personnel.
- Ensure Idaho Core Standard Lesson alignment and provide support as needed
- Coordinates contracted services such as Psychologist, Speech Language Pathology, Occupational Therapists, and other special education related services

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

High School Special Education Teacher

- Maintain accurate special education records according to IDEA.
- Meet and instruct students at designated times and locations.
- Establish and maintain standards of student behavior.
- Maintain the physical environment of the classroom for organization and presentation purposes.
- Maintain inventory of equipment and supplies.
- Follow curriculum, instruction and assessment practices as approved by the Board of Directors.
- Plan curriculum, lessons, special education programs and teaching methods to facilitate the education of children with learning, emotional, and behavioral needs while utilizing consultation, inclusion, group instruction and individual learning systems.
- Evaluate student progress based on student work, test scores, observation and experience; communicate the findings to everyone involved with the child and suggest alternative diagnosis as necessary
- Participate in case conferences concerning individual students and maintain all required records.
- Complete appropriate reporting requirements in a timely manner.
- Evaluate and suggest revisions to the program, as needed.
- Any other duties as directed by the Building Administrator
- Case manage IEP processes.
- Follow district and state special education guidelines and procedures.

Equal Opportunity Employer

North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Please provide resume, teaching certificate and legible copies of all college/university transcripts including undergraduate transcripts to the application for salary placement purposes.

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- Bachelor degree preferred
- Citizenship, residency or work VISA in United States required

Contact Information

- Melissa Andersen
- mandersen@northstarcharter.org
- 839 N. Linder Rd. Eagle, ID 83616
- Office phone: (208)939-9600
- Fax: (208)939-6090