

# Cannon River STEM School

## Job Description

**Title:** Full-Time SPED Director and/or Coordinator (1 FTE) **Date Created/Updated:** 12/4/17

**Classification:** School Year Instructional Staff

**Reports To:** Assistant Director

### Purpose

Cannon River STEM School's vision is to become an innovative leader in Science, Technology, Engineering, and Math (STEM) in Minnesota while creating a community of students who love to learn. Staff at CRSS are responsible for bringing the CRSS mission to life, fostering each student's innate curiosity and joy of discovery. Our teachers prepare students to become excellent questioners, scientific thinkers, and responsible citizens, who are able to contribute to the world with confidence and character. Staff achieve this through student-centered, collaborative and experiential learning, with an emphasis on the environment as an integrating context. The Special Education Director/Coordinator assists the Assistant Director & Executive Director and Special Education team in providing oversight of the special education department, including supervising special education staff, serving as the main administrator of due process paperwork, and scheduling. The Special Education Director/Coordinator will also service a small caseload of students, based on qualifications (teacher, social work, school counselor) as time permits.

### Duties and Responsibilities

Director/Coordinator Functions (depending on applicant qualifications):

- Assist Assistant Director & Executive Director in assigning and monitoring caseloads to special education teachers.
- Assist Assistant Director & Executive Director in ensuring effective delivery of special education services in compliance with due process laws by entire special education team.
- Assist special education team in scheduling effective and compliant service to special needs students at CRSS; also responsible for monitoring implementation of schedules.
- Supervise and schedule special education paraprofessionals in collaboration with special education teachers.
- Provide overall coordination of due process timelines, overseeing the scheduling of evaluation and IEP meetings, and facilitate communication between IEP team members.
- Coordinate the transfer of special education paperwork with students' former districts.
- Facilitate communication with students' resident districts, including completion and delivery of required paperwork (i.e. tuition agreements.)
- Attend IEP meetings as administrative representative, as needed.

- Facilitate communication between special education teachers, consultants and general education staff members.
- Assist with program options for high-needs students.
- Coordinate administration of alternate assessments or modifications for special education students in relation to MCA and CRSS assessments.
- Oversee State and Federal Special Education monitoring, including compliance with all reporting requirements.

Other Functions:

- Small caseload of students, based on licensure, serving as special education teacher, social worker, or school counselor.

**Supervisory Responsibilities**

- Assist Assistant Director & Executive Director in providing oversight support of special education team members (teachers & paraprofessionals)

**Required Education, License, Experience and Skills**

- Bachelor's degree of related subject from accredited university.
- Valid Minnesota licensure in either Special Education Teaching, School Social Work, or Elementary or Secondary Guidance and Counseling.
- Communicates with students, parent, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
- Ability and willingness to spend time outside with students, both for learning and recreation, in all weather conditions.
- Proven leadership experience.
- Proven conflict resolution skills.
- Proven experience with alternative assessments, accommodations, and curriculum modifications.
- Must be self-motivated, self-directed, collaborative and flexible.
- Must clear pre-employment background check and substance abuse screening.

**Desirable Qualifications**

- Graduate degree in Special Education
- Special Education Director licensure or coursework toward Special Education Director licensure
- ASL proficiency
- Project based or environmental education teaching experience.

**Physical Requirements**

- Must be able to operate a computer, copier, printer, fax machine and phone.
- Must be able to stand, walk, navigate rugged terrain, reach with arms and hands, balance, stoop, sit on the floor, kneel and lift 50 pounds.

## **Benefits**

- This is a full-time regular school year position that is eligible for the Cannon River STEM School's benefit program. The benefit program includes health, dental, long-term care, long-term disability and life insurance, TRA retirement program, and PTO.

*CRSS does not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.*