INDIGO EDUCATION | SERVICE LEADERSHIP INTEGRITY

JOB DESCRIPTION: DIRECTOR OF SPECIAL EDUCATION

ORGANIZATION: INDIGO Education

SUPERVISOR: EXECUTIVE DIRECTOR

POSITION SUMMARY

As a member of the INDIGO Education team, the Director of Special Education will provide programmatic and financial oversight of special education programs within client schools, creating the conditions for students with disabilities to have access to a free and appropriate public education.

As an employee of INDIGO Education, Directors of Special Education collaborate to further the nonprofit's mission, contribute to goal attainment, and embrace its stated values.

MISSION

INDIGO Education strengthens public education by enhancing and improving special education services and educator development, ensuring all students receive the high-quality education they deserve.

VALUES

Service - Experienced school administrators support schools through collaboration, mentoring, and an unwavering commitment to teaching and learning.

Leadership - Creative solutions from a trustworthy team that is steadfast in building relationships and improving educational opportunities for students**.**

Integrity - Decision-making is rooted in data, content knowledge, ethics, and multiple years of collective experience.

Relationship - Work is accomplished through authentic partnerships built on inclusion, trust, transparency, and shared vision.

STRATEGIC GOALS

Goal 1: Provide high-quality, uniform special education programming to partner school districts who engage with all facets of INDIGO Education

Directors of Special Education will contribute to the development of a comprehensive special education program, demonstrating leadership in the following areas:

- Ensure client schools abide by special education state and federal laws, policies, and regulations
- Development of Individualized Education Programs and the continuum thereof, as documented in the district's TSES
- Collaborate with district staff to develop internal systems for student data collection (SpEd Forms, data tracking), identification (Child Find), and evaluation (Child Study, progress reporting)
- Provide oversight and guidance to the district's special education finances in collaboration with the school's administrative team and business manager
    - Budgeting (annual and working) and Maintenance of Effort
    - Staffing
    - Procurement Procedures
    - Third Party Billing
    - Consultation on CEIS and ADSIS grants
- Serve as an intermediary between school districts and MDE, especially in instances of dispute resolution and Due Process and Finance Monitoring processes
- Maintain effective communication with the INDIGO Education team, school administration, teaching staff, parents, and related service providers.
- Collaboratively or independently navigate Minnesota's Special Education Dispute Resolution process.

Goal 2: Provide accessible, engaging, and relevant educator development programming to improve educators' ability and connections to deliver high-quality education services

- Collaborate with members of the INDIGO Education team to develop, review, and finalize resources for its network of schools.
- Facilitate professional conversations and provide training for INDIGO Education clients.
    - To include, but not limited to, one-to-one, small, and large group presentations, within online, face-to-face, synchronous, and asynchronous settings.
- Provide mentorship to empower the special education teacher's skill set in the implementation of effective special education instructional practices.
- Engage with school boards at client schools

Goal 3: Engage and educate stakeholders, policymakers, and the community around improved special education services and resources for public schools

- Meaningfully engage in INDIGO Education-hosted professional development, to include team meetings, professional learning communities, and collaborative in-services.
- Seek and attend professional development opportunities to maintain professional licensure, improve skills, and intentionally maintain employment satisfaction

Goal 4: Maintain and grow capacity to allow INDIGO Education to thrive via upholding the highest standards of professionalism.

Professional Regulations/Responsibilities

- Maintenance of a Minnesota Director of Special Education license.
- Support the implementation of the Individuals with Disabilities Education Act (IDEA - Public Law 108-466)
- Adhere to the obligations outlined in the Statement of Assurances and uphold the Code of Ethics for Minnesota Administrators (MN Rule 3512.5200) and the Code of Ethics for Minnesota Teachers (MN Statute § 8710.2100).
- Acknowledgement of responsibilities associated with Mandated Reporter obligations (Minnesota Statute § 260E.06
- Compliance with the following state and federal regulations about confidentiality and student safety
    - Minnesota Government Data Practices Act (MGDPA)
    - Family Educational Rights and Privacy Act (FERPA)
    - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
    - Health Information Technology for Economic and Clinical Health Act (HITECH) as part of the American Recovery and Reinvestment Act of 2009
    - All other applicable state and federal laws, rules, regulations, and orders relating to data privacy or confidentiality.
- Directors of Special Education have a comprehensive understanding of Minnesota K-12 Academic Standards, learning theory, practice, curriculum, interventions, and programming.

Professional Skills

- Excellent verbal and nonverbal communication skills.
- Demonstrate the ability to organize and synthesize verbal and written data.
- Demonstrate the ability to prioritize and respond to needs across multiple settings
- Exhibit the ability to work both independently and within a group structure
- Resolve conflicts with keen problem-solving skills
- Maintain a professional demeanor in difficult and/or emotional situations
- Appreciate diversity and strive for cultural competency
- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers
- Collaboratively and independently deliver professional development to clients of INDIGO Education using branded resources