



Mountain Middle School Dean of Inclusion Job Description

The Director of Special Education serves as a facilitator, working and communicating on an ongoing basis with the HOS and faculty about meeting the needs of SPED students in and out of the classroom while managing our SPED department and staff.

Director of Special Education valued competencies:

Reliable/Organized/Steadfast/Hardworking: Gets things done steadily and on schedule by honoring commitments, deadlines and results. Is comfortable with ideological conflict.

Integrity/Honesty: Doesn't cut corners ethically, says what they will do and does what they say, earns trust and maintains confidence, does what is right, speaks truthfully, their word is their bond.

Loyalty/Team Chemistry: Reaches out to peers to spread positivity and cooperates to establish collaborative working relationships and positive work environment.

Positive Attitude/Enthusiasm: Displays a can do attitude, a passion and excitement for working with students, parents, and teachers.

High Standards of Excellence: Expects personal performance and team performance to be nothing short of the best. Will hold staff accountable for excellence by building trusting relationships.

Dean of Inclusion qualifications:

- Master's degree or higher in education
- SPED certified in Colorado
- Proficient with technology, especially Google workspace Suite and various educational software such as Enrich and Infinite Campus
- Demonstrated effective organizational leadership
- Education and experience with special needs and gifted students
- Administrative experience in a school setting
- Demonstrated knowledge of Colorado school law

- Knowledge of and commitment to project based learning

The position entails:

School Leadership

- Supervises and evaluates the Inclusion Team, teacher leaders, school nurse, school psychologist and counselor by conducting their formal evaluations, written feedback throughout the school year and any improvement plans necessary;
- Manages leave requests for their direct reports;
- Leads and manages our Special Education department and inclusion efforts as well as our MTSS process for grades 4-8;
- Facilitates the resolution of any problems that might arise among teachers, students, and parents by overseeing our SPED department, nurse and school counselor;
- Serves on the school leadership team;
- Prepares reports for the Head of School, Board of Directors, Charter School Institute, and the Colorado Department of Education;
- Ensures that all SPED policies and practices of the school meet requirements of the Federal Government, Colorado Revised Statutes, the Colorado Department of Education, and the Charter School Institute.
- Co-leads our school assessments including iReady, CMAS, GT screening etc.
- Co-leads our Student Success Team/SST
- Works with our 6th-8th grade teacher leaders on all ALP plans and challenge extensions and Student Led Conference annual goal meeting

Management of Programs and Compliance/Reporting

- Manages ALP/IEP/504 paperwork and documentation in our data management systems - Enrich and Infinite Campus
- Ensures compliance with oversight of all SPED regulations and laws
- Serves as liaison to CSI and CDE to ensure required State Reporting deadlines and submissions are met for October and December count
- Manages any EL plans and Wida assessments as required

Supervision and Implementation of required SPED Services

- Conduct academic evaluations for initial IEPs and write new IEPs
- Effective review and oversight of all IEP and READ plan documents
- Serves as SPED designee for IEP meetings to ensure FAPE discussions with parents and staff
- Partners with staff to ensure the provision of hours for students in the classroom are met
- Plans, supports and facilitates necessary SPED and READ plan service hours
- Provides review & feedback to families re: docs & SPED services
- Manages contracted SPED service providers to ensure direct services hours are met and oversees this budget line item to stay within budget

Individual Assessments & Interventions with Students

- Selects appropriate differentiation and assessments for academic issues
- Efficiently conducts and oversees evaluations on students referred by study team
- Uses aimsweb and other progress monitoring tools to review & track student growth data

- Provides academic intervention to all students as needed (MTSS Tier 2,3, READ Plans, IEPs)
- Communicates effectively with parents around student issues
- Provides necessary summary data for documentation for evals/progress/etc.

Participation in School-wide service delivery

- Provides Inclusionary intervention support in classrooms each week as necessary
- Provides targeted math intervention class(es) as necessary
- Provides effective instructional support throughout the year in and out of the classroom
- Provides targeted, small group support for SPED students with IEPs as needed
- Provides parent support groups for areas of identified need
- Other duties as assigned by the Head of School