

Director of Special Education

Position Announcement

Reports To: Chief of School Programs

Application

Open Until Filled. Preferred

Deadline:

Start Date: June 1st

Job Type: Full Time, Exempt

Salary Range:

Starting at \$10,000-
\$12,500 (monthly).
Commensurate with
experience.

ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly schools that are focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 45+ schools across the state of Colorado serving over 20,000 students. CSI is uniquely positioned to serve and promote charter school innovation in communities throughout Colorado and to be a leader in improvements in authorizer practices. CSI aspires to continue growing the quality and quantity of its portfolio of schools in Colorado in response to the need for high quality, innovative charter school options. Our organization is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements within the portfolio's overall student achievement.

[Visit our website to learn more](#)

Please note: Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

POSITION SUMMARY

The Director of Special Education is responsible for overseeing all compliance and oversight for CSI's Special Education Administrative Unit (AU). The Director of Special Education also oversees a dynamic approach to capacity building and program improvement for the CSI portfolio of schools. This includes utilizing a data-driven tiered framework for support and oversight of Special Education compliance and programming at CSI schools. The Director role at CSI differs from a traditional district Director of Special Education role in that CSI schools have autonomy in hiring, curriculum, and program delivery. This position requires both a deep knowledge of state and federal Special Education law and associated requirements and a flexible and innovative mindset in ensuring both high levels of compliance and a drive towards improving outcomes for students with disabilities at CSI schools.

Please see below for a complete position description:

ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Ensure compliance with all Federal and State requirements as the Director of the Administrative Unit (AU) for CSI.
- Collaborate with state and regional agencies to deliver high quality learning opportunities for students with disabilities at CSI schools.
- Develop and update CSI policies, procedures and practices, including the Comprehensive Plan, to implement ECEA, IDEA and applicable state and federal laws and regulations.
- In collaboration with the Finance and Grants department, oversee the budget and fiscal responsibilities of the AU, including IDEA application and reporting requirements.
- Oversee the annual state audit process of student individualized education programs (IEP), including coordination with CSI schools.
- Coordinate all required aspects of Special Education dispute resolution processes and procedures.
- Ensure accurate completion and submission of all required reports including Annual Audit information, IDEA Performance Reports, Indicator Signed Certifications, December and EOY Exceptions, as well as all Special Education student and staff data in collaboration with the Submissions team.

- In collaboration with the School Programs, oversee training, technical assistance, and compliance monitoring for students with disabilities and health requirements.
- Oversee the development and update of guidance and resources for school-level Special Education coordinators.
- In collaboration with the Senior Assessment Specialist, ensure that appropriate accommodations are in place for assessments of Special Education students.
- In collaboration with Chief of School Programs, ensure alignment and cohesion in the work of the Special Education team, including broader alignment with the School Programs department and CSI as a whole.
- Develop and implement a tiered oversight and support framework for Special Education
- Develop and update resources, tools, and communication for CSI school leaders in the area of Special Education
- Solicit ongoing feedback from CSI school leaders in the area of Special Education in order to inform team planning and continuous improvement processes.
- Participate in the review of charter applications and school operational plans in support of CSI's role as a school authorizer.
- Review proposed and existing legislation for possible impact related to Special Education.
- Other duties as assigned.

BENEFITS

As a valued member of the Colorado Charter School Institute team, you'll enjoy an array of benefits designed to enhance your well-being and professional growth. These include comprehensive medical, dental, and vision insurance, paid holidays, generous paid leave, flexible schedule options, a supportive work-life balance ethos, complimentary life and disability insurance (with opportunities for enhanced coverage), options for Flexible Spending and Health Savings Accounts, access to professional development programs, wellness initiatives, performance-based bonuses, and membership in the Colorado Public Employees' Retirement Association (PERA).

CSI INCLUSION STATEMENT

CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to a diverse and culturally inclusive workplace as we believe that differences in perspective and experiences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As a charter school authorizer with schools that serve a wide range of communities across the state, we prioritize recruiting a staff that shares the diversity of the students and communities our schools serve.

CSI is proud to be an equal employment and educational opportunity employer. We do not discriminate on the basis of gender (including gender identity or expression), race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, genetic information, conditions related to pregnancy or childbirth, family composition, or any other protected class as defined by state or federal law.

WHAT WE ARE LOOKING FOR:

At a minimum, we are looking for the following:

- Special Education Director License
- Master's degree or higher in Special Education or related field.
- Holds a CDE-issued Special Education Teacher or Special Education Service Provider license.
- Knowledge of State and Federal education law – IDEA, 504, ECEA, and OCR case law policy and practice
- Ability to forge and manage cross-departmental relationships to achieve objectives.
- Experience working in or with Colorado charter schools
- Experience managing multiple complex projects.
- **All final candidates must successfully pass a thorough criminal background check.**

Ideal candidates will have some, or all, of the following education, skills, and abilities:

- Excellent organizational and prioritization skills.
- Excellent oral and written communication skills.
- Ability to build and/or strengthen relationships with stakeholders.

- Proven experience managing staff.

LOCATION & TRAVEL

Applicants must reside in Colorado, preferably in the Front Range. The position requires in-state travel and offers telecommuting flexibility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee may sit or stand as needed while working and frequently uses hands and fingers to operate a computer keyboard, mouse, and other standard office equipment. Occasional walking or reaching may be required. Specific vision abilities include close vision and the ability to focus on computer screens and printed materials.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

HOW TO APPLY:

If our organization and this role feel like a strong fit for your background and professional goals, we encourage you to apply. Please email your resume and cover letter to CSIEmployment@csi.state.co.us. Your cover letter should clearly address how you meet the minimum qualifications outlined in this position announcement.