



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – Director of Special Education Services**

The Director of Special Education Services is a full-time, salaried position with a 12-month work schedule. The Director of Special Education Services will report to the Headmaster.

### **Position Overview**

The Director of Special Education Services serves in an educator capacity in the teaching, instruction, and guidance of students, using the general education curriculum to meet the child's individual needs. He or she serves as case manager for students with disabilities ensuring implementation of special education and related services.

Essential duties and responsibilities for the Director of Student Services are as follows:

- Adheres to established standards regarding curriculum delivery and requirements as established by the school
- Provides professional instruction and teaching to students with disabilities as appropriate to the specified course or discipline and academic level, using various techniques, including individualized and small group instruction, to promote learning
- Schedules and prepares for IEP meetings annually (or more frequently if needed), describing the student's present level of functioning and proposes measurable IEP goals and objectives for team consideration
- Understands the continuum of programming options that can be used to meet the individual needs of the student to provide an appropriate education.
- Develops individualized educational plans for the provision of specially designed instruction.
- Participates in the review of the individualized education plan with the student's parents, school administrators, and often, the student's general education teacher
- Collects, documents, and analyzes the student's current progress on his/her individualized educational plan, working closely with parents to inform them of their child's progress and suggest techniques to promote learning at home
- Organizes and effectively communicates class/course objectives, standards and requirements for successful achievement, e.g., syllabi, tests, specific tasks
- Provides guidance and assistance to students as needed in order to ensure appropriate assimilation of the class/course content in an effort to support student success and achievement
- Ensures all appropriate measures, including special accommodations, are in effect for students with disabilities
- Administers tests and conducts evaluations and grading as applicable to the students' specific assignment
- Helps general education teachers adapt curriculum materials and teaching techniques to meet the needs of students with disabilities
- Works with students with disabilities in a variety of settings, to include working as a special education resource teacher and offering individualized help to students in general education classrooms

- Teaches together with general education teachers in classes composed of both general and special education students; or working with special education students for several hours a day in a resource room, separate from their general education classroom
- Uses specialized equipment such as computers with synthesized speech, interactive educational software programs, and audio systems to assist children

### **Qualifications**

The Director of Special Education Services shall be a person who is well-organized, well-rounded, engaging, and who has the ability to facilitate growth and collaboration inside and outside of the classroom. Additionally, strong candidates will:

- Provide evidence of an ability and commitment to furthering the classical mission and vision of the school.
- Have a minimum of five (5) years of relevant professional experience with an advanced degree in special education.
- Show demonstrated track record of success in teaching and leadership experience in a school setting.
- Hold (or eligible to hold) Ohio Teaching License in Special Education.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

### **Compensation, Benefits and Hiring**

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

### **Application Process**

Applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: [mrose@cincyclclassical.org](mailto:mrose@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Statement of your educational philosophy (in 500 words or fewer)
- Resume/curriculum vitae
- Three professional or academic references. Please include email address and phone number for each reference.
- College/university transcripts. Unofficial transcripts are acceptable with the initial application. Official/sealed transcripts will be required if a job is offered.