



LAUREATE ACADEMY

CHARTER SCHOOL

Director of Scholar Support

About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Be a Leader at Laureate Academy

Laureate Academy understands that the quality and effectiveness of school leadership is the most important factor that drives school achievement. We are relentlessly seeking leaders who strongly believe in our mission and vision and whose actions demonstrate high expectations for themselves, scholars, families, and their colleagues. We hire smart, driven people willing to work hard to realize our mission and who have the characteristics and experiences necessary to deliver ambitious results for scholars.

Job Overview

The Director of Scholar Support will provide leadership and professional development to drive the special education program at assigned sites and within the regional special education team, and ensure compliance to established policies, procedures and/or regulations.

Qualifications

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators.

We will consider candidates who:

- Knowledge of Louisiana and Jefferson Parish special education policy preferred
- Knowledge of computer-based IEP programs
- Possession of either BCLAD or CLAD certification highly desirable
- Excellent organizational, planning, and implementation skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentlessly results-oriented
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook
- Initiative, leadership and tenacity
- Ability to stay positive through challenges
- Detail-oriented team player willing to roll up sleeves and get the job done
- Unquestioned integrity and commitment to Laureate Academy's mission

Training and Experience: Possession of a Bachelors Degree from an accredited institution of higher learning and appropriate, valid Louisiana credentials for Level I or Level II Education Specialist (Mild/Moderate) credential.

- Demonstrated success teaching students from educationally-underserved areas
- Two years of successful and demonstrated case management skills required
- Four years of successful, full-time teaching experience in Special Education preferred

Responsibilities

The Lead Education Specialist must:

- Case-manage all IEPs and be responsible for all IEP development, including IEP meeting coordination and facilitation.
- Develop related goals and objectives and recommend policies, planning, and implementation by working with school staff to meet the needs of students with special needs.
- Serve as a resource for information regarding special education services, programs and policies and ensure that procedures are appropriate in relation to policies required by region, district, state and federal regulatory requirements.
- Analyze data, plan activities, monitor programs/services, respond to others and consult with teachers and administrators
- Address other duties and processes required to maintain the school's program of services and compliance for assigned sites

Essential Functions

The Lead Education Specialist's responsibilities will include, but are not limited to:

- Maintain knowledge of current Special Education regulations and best practices
- Support general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs
- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time
- Analyze assessment results to drive instruction and IEP development
- Develop and assist with appropriate behavior management techniques for students with special needs
- Coordinate progress report completion in accordance with district guidelines
- Train Scholar Support Teachers, as assigned
- Develop IEPs in accordance with federal, state and district standards
- Create and maintain Special Education documentation as required by federal, state and district regulations
- Manage IEPs in district's SER
- Ensure IEP timeline compliance of assigned caseload
- Complete weekly Laureate Academy internal reporting documents
- Administer formal academic assessments
- Analyze and report on results of academic assessments
- Write academic reports for Initial and Triennial IEPs
- Manage relationships with outside vendors to ensure students receive all individually- prescribed IEPs services (i.e. Occupational Therapy, Language and Speech, etc.)
- Coordinate formal assessments for related services with KIPP providers and outside vendors
- Schedule and facilitate IEP meetings in a collaborative and professional manner
- Provide direct services to students with special needs, as needed and assigned
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them apprised of student progress
- Manage the RTI process
- Provide special education program leadership
- Manage the development of 504 plans
- Develop and provide ongoing professional development for general and special education staff and administrators
- Other duties/projects as assigned by the Head of School

Compensation

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

Laureate Academy Charter School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Start Date: An exceptional candidate will assume a full time role on **June 24, 2019**. *The positions will remain open until filled.*

Application Process:

Please submit a resume and cover letter to our hiring team by emailing [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

Questions?

Email [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

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