

Job Title: Special Education Director

Job Type: Full Time

Compensation: Commensurate w/experience & qualifications

Position Summary: Furlow Charter School (FCS) is a free public school serving Sumter County, GA, with ~600 students in grades k-12. Our curriculum emphasizes project-based and service learning, as well as fine arts and foreign languages. Our mission is to foster success in our diverse community of students through innovative approaches encouraging critical thinking and multi-disciplinary learning in an active, inclusive, and engaging environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness. Successful candidates will demonstrate commitment to diversity and inclusivity.

Beginning in the 2020-21 academic year, FCS will transition from a locally-authorized charter to a state-approved LEA, authorized by the State Charter Schools Commission of Georgia. This transition represents an extraordinary opportunity for growth and a significant increase in administrative capacity and responsibility, including in the realm of special education. We thus seek an experienced Special Education Director to provide direction, leadership, and coordination of special education programs and services. The Special Education Director will lead a team of SPED and Gifted instructors and SPED paraprofessionals, and will be responsible for ensuring the effective development and implementation of special education programs, accurate reporting, and legal compliance.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide overall leadership for planning, implementing, and evaluating Special Education programs
- Establish and monitor best-practice procedures for identification, evaluation and placement of students with special education needs
- Work with school leadership and special education faculty to develop effective institutional strategies and differentiated support plans
- Continually evaluate the effectiveness of all aspects of the special education program, using data and evidence-based practices to increase program effectiveness
- Work closely with teachers to create effective accommodations that align with Furlow Charter School's general education curriculum
- Ensure compliance with all state and federal requirements with regard to the identification, placement, and program development for special needs students
- Assist in the assessment of students with disabilities, lead effective IEP and 504 meetings, and write IEP and 504 accommodation plans
- Coordinate FTE data collection as it relates to special education
- Prepare documents and participate as necessary in Due Process Hearings, Mediations, and any legal proceedings related to special education
- Prepare and submit reports to comply with state and federal requirements

- Work with the CFO and Federal Programs Director (as necessary) to coordinate the budgeting, use, and reporting of state and federal funds and inventories related to special education and gifted programs
- Establish and monitor procedures for the identification and placement of gifted students
- Coordinate Hospital/Homebound Services and specialized transportation
- Provide input on the hiring and evaluation of faculty and staff for special education
- Lead a team of special education teachers and service providers to deliver positive results for special education students and ensure compliance with all special education laws
- Coordinate the schedules and services of all special education service providers and evaluators at Furlow Charter School
- Maintain all special education records in an organized way

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Education, Special Education Administration, Educational Leadership, or related field
- Knowledge of federal and state education laws, policies, and procedures
- Successful experience as a Special Education coordinator, administrator, or instructor
- Excellent communication skills both written and verbal

PREFERRED BUT NOT REQUIRED

- Georgia PSC Leadership Certification
- Five years combined experience as a Special Education Director, school administrator, and/or teacher

HOW TO APPLY: Please email the following to mkostov@sumterschools.org

- Cover letter explaining interest in the position
- Resume outlining education, prior work experience, and 3 professional references

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.