BELLINGHAM PUBLIC SCHOOLS JOB DESCRIPTION
Director of Teaching and Learning: Special Education

AFFILIATION: BAO (Bellingham Administrators’ Organization)
SALARY LEVEL: BAO Salary Schedule
REPORTING RELATIONSHIP: Executive Team of Teaching and Learning

JOB SUMMARY

The Director of Teaching and Learning: Special Education is a leader within a collaborative team that provides instructional leadership, directs and coordinates P-12 curriculum implementation, oversees and supports administrative professional development, facilitates committees and group work in order to enhance teacher capacity to deliver outstanding education across the district. The Director specializes in the work of Special Education, systems leadership, creating a program of supports which governs not only the legal responsibilities governed by IDEA, but also ensures that students of all disabilities are appropriately served through strong teaching and support.

DUTIES AND RESPONSIBILITIES

1. Creates a district culture that promotes the ongoing improvement of teaching and learning for students and staff throughout the district.
   - Articulates and models a shared vision for continuous improvement and lifelong learning.
   - Recognizes the diversity of our students and our community and articulates a vision that supports learning for all children with a lens of creating equitable and inclusionary outcomes for all children.
   - Develops and models an atmosphere of personal responsibility, trust, and collaboration among students and staff and community.
   - Applies effective group processing skills.
   - Assists staff in improving instructional practice using a variety of approaches.
   - Clearly communicates effective instructional and assessment practices for staff.
   - Develops collaboration and peer mentoring among staff.
   - Focuses on addressing inequities in our system for the betterment of all students and their families.
   - Works closely with families and community partners in order to better support the whole child.

2. Leads instructional staff with alignment of curriculum, instruction, and assessment with state and local district learning goals.
   - Creates, coordinates and/or delivers quality professional development to district leaders, instructional staff and non-licensed staff.
   - Focuses staff on learning and teaching priorities, with a intentionality for early intervention as a strategy for reducing the need for Special Education.
   - Guides district and schools in curriculum alignment process within and across curriculum areas and grade levels in collaboration with other directors within the Department of Teaching and Learning.
   - Assists staff in embracing curriculum, instruction and assessment changes.
   - Expertly uses data to inform and support decisions about instruction and assessment of learning.
   - Continually reflects on data to monitor for improvements in programming and delivery especially in areas related to race, gender, and class.
   - Engages instructional staff in frequent conversations/reflective of inclusive classroom practices.
   - Models and promotes effective instruction and assessment practices.

3. Oversees and actively supports the implementation of The Bellingham Promise.


5. Oversees the Special Education department and program, which includes:
   - Managing the fiscal resources associated with the program.
   - Effectively manages resources to provide inclusive opportunities for all students with the appropriate amount of support.
• Supervising and evaluating itinerant and department-based staff.
• Communicating and coordinating with principals and other site-based staff to ensure that programs are implemented with fidelity.
• Complying with federal, state, and grant reporting requirements.
• Assisting as necessary with the entire life cycle (recruiting, hiring, professional development, supervision, evaluation) of all special education staff in the district.
• Overseeing determination of out-of-district placements, contractual agreements, and agency-related services within all areas of responsibility.
• Maintaining accurate program records and prepares local, state, and federal reports and grant applications.


7. Manages staff and fiscal resources to support student achievement and legal responsibilities.
   • Gathers, analyzes, and uses data to create, evaluate, and manage a budget.
   • Involves staff in developing budget plans.
   • Possesses and continues to maintain current knowledge of laws related to state and federal special programs.
   • Effectively addresses difficult issues.
   • Focuses financial, human, and time resources in an efficient manner.

8. Partners with the schools and the larger community to promote student learning.

QUALIFICATIONS

• Master’s degree in educational administration or an appropriately related field.
• Washington State administrative credential preferred.
• Excellent interpersonal skills.
• Demonstrated ability to lead successful, instructional improvement and curriculum implementation.
• Demonstrated ability to provide professional development and coaching to teachers and administrators.
• Demonstrated knowledge of instructional technology, assessment, and instructional strategies that can be differentiated for individual needs.
• Demonstrated ability to successfully arrive at consensus with large groups comprised of parents, teachers, support staff, and administrators.
• Demonstrated ability to effectively allocate and manage resources to support strategic priorities and initiatives.
• Demonstrated ability to help district and school teams integrate and synthesize student achievement data from a variety of sources in order to identify strength and areas for improvement.
• Demonstrated understanding of issues related to instructional improvement for all students.
• Demonstrated ability to synthesize, evaluate, and present large quantities of information and data with an equity lens, specifically focused on the intersectional ties that include ways that race, language, gender and disability intersect.
• Willingness to respond to emergency situations outside of normal working hours.
• Successful involvement working with teachers and administrators to review instructional materials and support the implementation of new materials adoptions.
• Demonstrated ability to manage large state and federal grant programs, staying focused on teaching and learning, with attention to regulations and budget management.
• Demonstrated ability to communicate clearly and effectively in both written and verbal form.
• Ability to process information to make sound judgments and decisions.
• Ability to establish and maintain effective working relationships with a variety of staff and stakeholders.
• Such alternatives to the above qualifications as the Superintendent may deem appropriate and acceptable.