**Position Title:**

Special Education Specialist (grades Pre-K-5)

Special Education Specialist (grades 6-12)

**Reports to:**

Director of Special Education

**Location:**

Achievement Schools - Central Office

Memphis, Tennessee

**About the Achievement School District**

The Achievement School District serves as the State of Tennessee Department of Education’s most intensive intervention method for schools under the Every Student Succeeds Act. The Achievement School District (ASD) currently operates twenty-seven schools across the state.

We are seeking to hire a Pre-K-5th grade Special Education Specialist and a 6th -12th grade Special Education Specialist.

**Position Overview**

The Special Education Specialist is responsible forconducting professional development related to decreasing learning loss**;** providing guidance for carrying out requirements under IDEA; monitoring IEP compliance to ensure schools are assessing students for learning loss and addressing learning acceleration; improving transition services for students with disabilities; and maintaining compliance with special education rules, regulations, and procedures.The special education specialist supports administrators, coaches, teachers, and staff in identifying, developing, and implementing curriculum, assessments, and instructional strategies designed to improve the learning of students with disabilities. The special education specialist will engage parents/families with compliance with special education rules, regulations, and procedures.

**Specific Position Responsibilities:**

* Provide professional development, analysis of progress data, and seek out academic instructional strategies
* Assist special education teachers, school leaders, related service providers, and other stakeholders with the implementation of strategies to improve learning outcomes and address learning loss/learning acceleration for students with disabilities
* Monitor and support teachers to write effective IEPs to facilitate efficient and effective case conferences as essential tools to accelerate learning and protect the rights of students with disabilities and their families
* Consistently revisit special education program and service procedures to ensure continuity of services and foresee potential issues
* Assist with staff development of programs and innovation of special methods and approaches specific to meeting student needs in the special education settings
* Serve as a liaison with parents and agencies regarding special education laws, procedures, policies, programs, and placement,
* Monitor legal compliance and data collection,
* Maintain professional communication with parents, district personnel, and other stakeholders, and
* Comply with policies established by federal and state law, State Board of Education rules, and local board policies in the areas of assessment, placement, and planning for special education services.
* Other duties as assigned

**Knowledge and Skills Required:**

* Experience serving students with disabilities
* Knowledgeable in special education laws and requirements
* Ability to interpret and communicate federal law, state law, and Tennessee State Board of Education policies
* Skill in implementing communication and collaboration between and among various areas of an organization
* Effective communication, public relations, and interpersonal skills
* Self-motivated and able to work in a quick-paced environment
* Ability to manage daily administrative tasks while maintaining sight of long-term goals and planning

**Qualifications:**

* Bachelor’s Degree in Education or field related from an accredited four-year educational institution
* Master’s in Education from an accredited educational institution preferred.
* At least 6 years of work experience; Preferably 5 or more years of teaching Special Education and/or related services experience
* Valid Tennessee Special Education teacher certificate or appropriate Related Service licensure
* Experience working in turnaround schools preferred

**Salary and Benefits:**

The salary for this position is $83,000. In addition, a comprehensive benefits package is included.

**To Apply:**

Please e-mail a cover letter and resume to Yolanda Dandridge at [apply**\_**schoolaccountability@tnasd.org](mailto:apply_schoolaccountability@tnasd.org).

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