



Job Posting

Position Title:

Director of Individualized Education Account (IEA) Program

Reports To:

Senior Director of IDEA and IEA Programs, Division of Federal Programs and Oversight

Location:

Tennessee Department of Education
710 James Robertson Parkway, 10th floor
Nashville, TN 37243

Position Description:

This position will be responsible for the day to day operations, short-term/ long-term project plans, supervising staff, and ensuring deliverables are met for the IEA Program within the Division of Federal Programs and Oversight. The Director of IEA Program will collaborate with the Offices of Local Finance and Accounting to administer educational accounts for students with disabilities participating in the program.

Specific Position Responsibilities:

- Review and process annual IEA applications (including renewal applications) and contracts submitted by prospective account holders/ current account holders for participation in the IEA Program.
- Review of nonpublic school applications to determine approval to participate in the IEA Program, accept IEA funds, and serve IEA students.
- Implement a comprehensive communication plan to ensure eligible account holders are fully informed of their responsibilities for participating in the IEA program.
- Increase public awareness and enrollment levels within the IEA program through coordinated outreach activities, leading to an overall increase in program enrollment.
- Ensure participating nonpublic schools are in compliance with all IEA responsibilities, including quarterly submission of enrollment reports.
- Ensure IEA staff members receive ongoing training in federal and state special education regulations related to the IEA program.

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- Supervision of IEA Program staff, including collaboration in the development of SMART goals, monitoring goal progress, reviewing individual/ team project plans, and completing annual reviews.
- Review and develop training content/ materials for account holders, participating nonpublic schools, and local education agencies (LEAs).
- Conduct webinars and virtual/ in-person trainings for account holders, participating nonpublic schools, LEAs.
- Conduct site visits of participating nonpublic schools, as needed.

Qualifications:

- Bachelor's degree, master's preferred, with major in Education and/or the Special Education field.
- Two or more years of relevant administrative experience working with the Individuals with Disabilities Education Act (IDEA).
- Strong written and verbal communication skills.
- Experience communicating with a wide variety of internal and external stakeholders, including parents.
- Skilled in tailoring communication to specific audiences
- Strong organization skills and a proven track record of managing project plans to meet deadlines and achieve milestones over time.
- A commitment to the strategic plan of the organization and dedication to effective implementation of the IEA Program.
- A team player who has demonstrated flexibility and resilience, who is a fast learner, and one who takes a proactive approach to his/her work.
- Integrity and judgement in sound program decision-making

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Scott Indermuehle, Senior Director of IDEA and IEA Programs via email at Scott.Indermuehle@tn.gov. Resumes will be accepted until the position is filled.



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