

Special Education Director

Who We Are:

Shade Canyon School is a brand-new public charter school based on the principles of Public Waldorf education and located in beautiful Kelseyville, California. The school will open in September 2023 on a leased site, currently under development, with grades TK-2, adding one grade per year up to Grade 8. Nestled at the base of Mt. Konocti along the scenic shores of California's largest freshwater lake, Kelseyville is full of small-town charm, rich agricultural heritage, wide open natural spaces, and diverse families who are excited to fill our classrooms at the second classroom-based charter in all of Lake County.



Shade Canyon's vision is: "We believe that by honoring simplicity, we nurture the spark of the individual and nourish a thriving community." Our mission is to "cultivate inspired learners." You can learn more about our school at ShadeCanyon.org.

Summary of Position:

The Director will review, monitor and direct Shade Canyon School's special education programs while implementing and supporting the school's goals and objectives. Under the direction of the school Administrator, the Director will lead a team to foster student success academically, socially, behaviorally and emotionally. The Director will collaborate with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment that strengthens connections between home, school, and the community for all students.

Essential Duties and Responsibilities:

- Coordinate all special education programs and services
- Coordinate weekly team meeting with service providers
- Can act as the administrative designee at special education meetings, as needed
- Attend El Dorado Charter SELPA meetings, ideally including an expenses-paid, mandated New Partner Induction Meeting on May 24, 2023 in San Diego, CA
- Responsible for El Dorado Charter SELPA program-related reporting requirements
- Interpret and implement all state and federal special education requirements to ensure compliance

- Hire special education staff and independent contractors, in consultation with the Administrator
- Supervise and evaluate all special education staff and independent contractors
- Keep accurate records with the student records system (SEIS) and ensure confidentiality
- Ensure delivery of all the prescribed services on IEPs
- Prepare and keep the special education budget
- Routinely meet with the school Administrator
- Attend regular Board of Director meetings and weekly faculty meetings
- Prepare and maintain a variety of narrative and statistical reports, records and files
- Supervise the identification, evaluation, and placement of students referred for special education
- Monitor laws and regulations pertaining to special education and develop written policies and procedures to follow legal requirements
- Assist in training of staff as related to special education
- Represent Shade Canyon School in due process hearings and mediation
- Serve as the school's 504 coordinator
- Other items as assigned and needed

Qualifications:

- Knowledge of budget preparation and control
- Excellent oral and written communication skills
- Ability to apply knowledge of current research and theory in a specific field
- Ability to interact professionally and diplomatically with students, parents, teachers, and other school staff
- Commitment to reporting suspected child abuse and/or neglect according to state law
- Commitment to Diversity, Equity, and Inclusion
- In this first year, when the special education caseload is anticipated to be small, the ideal candidate would be able to teach specialty classes in one or more of the areas listed in our [Specialty Teacher Job Posting](#) or take on additional school duties to constitute full-time position

Education and Experience:

- Current California Special Education Teaching Credential required
- Minimum of five years special education teaching experience required

- Work experience in Waldorf education preferred

ADA Requirement:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet.

Other Requirements:

- Fingerprint Check and Criminal Records Clearance
- Clear TB test
- Reference Check
- CPR and FirstAid Certificate

Reports Directly to: School Administrator

Compensation and Benefits:

Shade Canyon's benefits package includes a competitive salary (\$65,000), paid sick leave, medical benefits, California STRS retirement plans, and the opportunity to participate in a 403(b) plan. Students of employees receive admission preference. Number of workdays: 210. Additional time may be required in the first year at an hourly rate of \$38.69.

To Apply, Submit the Following:

- CA Special Education Teaching Credential
- Waldorf Certification, where applicable
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position. Include any information that you feel will help the screening committee get to know you during the paper screening process
- Application materials should be submitted along with the EdJoin application at <http://www.edjoin.org/Home/Jobs?countyID=0&districtID=9560&catID=1>

Selection Process

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Shade Canyon School is an Equal Opportunity Employer. It is the policy of the Shade Canyon School that no applicant, client and/or employee of the school shall, on the basis of race, color, religion/creed, ethnic/ national origin, political affiliation, sex (including pregnancy, gender identity, and sexual orientation), disability, veteran status, marital status, genetic information, or age (40 or older) be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity which SCS operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay and selection for training.