

## Dean of Special Services

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### Libertas Academy Mission

Through rigorous academics, character development, and strong support for every learner, **Libertas Academy Charter School** prepares all sixth through twelfth-grade students to succeed within the college of their choice and to be positive, engaged members of their communities.

### Organizational Overview

**Libertas Academy Charter School** is a high expectations, high achieving school that replicates the successful models of other high performing charter schools in Massachusetts and across the country. Within an achievement oriented culture in which expectations are clear, and routines are consistent, and in which the joy of learning, the power of intellectual curiosity, and the development of life-building values are at the center of our seamless 6- 12 school, all learners build the skills, knowledge, and character required for college and professional success and a life of positive community engagement.

### Qualities Sought

All staff members at **Libertas Academy Charter School** have a strong commitment to, belief in, and alignment with our school's mission and vision. Therefore, we seek individuals who believe in our mission and vision; will maintain high expectations for our students both academically and behaviorally; will model our school values of **Focus, Integrity, Selfless Service, Respect, and Tenacity**; and will reinforce our school-wide expectations. We seek individuals who will do whatever it takes to ensure that the mission of **Libertas Academy** is fulfilled.

### Duties and Responsibilities

Essential Responsibilities of the Dean of Special Services Include but Are Not Limited to:

*Build/lead the structures, systems, and mindsets that ensure ALL SCHOLARS achieve:*

- Ensure all scholars, including scholars with IEPs, make ambitious and achievable academic progress each year
- Lead systematic improvement and expansion of school's continuum of special education services, including building the knowledge, skills, and mindsets of colleagues and staff
- Serve as "owner" and "facilitator" of all aspects of the special education and 504 processes (i.e. writing and implementing rigorous, standards-driven IEPs, managing legal documents and files related to students' IEPs and 504 plans, ensuring all services are in compliance with mandates, coordinating annual IEP review process and initial IEPs, collaborating with and leading team of related service providers at the school, etc.)
- Manage the Response to Intervention (RTI) process (i.e. determining which scholars need intervention, assigning specific interventions, tracking progress, etc.)
- Manage the "Child Find" process for incoming students with IEPs
- Manage the initial referral process, simultaneously identifying students with potential disabilities while actively working against the mis- and over-referral of our student population
- Manage the Manifestation Determination Review process, if necessary
- Collect/analyze special education data trends and problem solve ways to serve all scholars
- Coach a team of learning specialists and interventionists
- Design/deliver strong professional development for special education team and all teachers
- Coordinate IEP program services and ensure all teachers know their special education responsibilities
- Partner with other school leaders to coordinate testing accommodations
- Manage ELLs identification, service, and testing
- Contract, coordinate, and oversee all related services

### Cultivate Strong Student and Family Relationships

- Build rapport with students outside of class (e.g. lunches with scholars, special events) so students understand unambiguously that teachers care about them
- Invest parents and families in their children's academic success through regular communication of success and challenges; communicate and engage regularly with parents about student progress and IEPs
- Provide school-site support for families with children with disabilities

### Cultivate high-achievement academic environment:

- Develop highly effective instructional curriculum and efficient schedule, in collaboration with Head of School and Network Office.
- Analyze school wide data to design responsive student interventions.
- Devise and monitor high-impact support plans for struggling students.
- Track other useful academic data (e.g. homework completion rates); inspiringly communicate progress to students, teachers and parents.

### Demonstrate exceptional teacher leadership:

- Directly coach a portfolio of learning specialists to help them rapidly develop as classroom leaders.
- Observe lessons regularly and deliver targeted feedback to teachers.
- Collaborate with departments to plan units, lessons and assessments.
- Model outstanding instruction for teachers by teaching one section of a class.

### Serve as an active member of the school leadership team

- Participate in regular leadership team meetings.
- Lead certain trainings sessions at start and end of school year and on professional development days.
- Work closely with dean of students to support efforts in character development and positive school culture.
- Assist teacher leaders (e.g., coaches, grade team leaders) in developing leadership skills.
- Model Libertas Academy's professional and values at all times; be a visible and highly engaged leader in the school community.
- *Do whatever it takes to ensure that the mission of the school is fulfilled*

### **Desired Skills and Characteristics:**

- Exemplary instructional and classroom management skills.
- Proven track record of meeting extremely high standards for student achievement.
- High level of personal organization and planning.
- Excellent communication skills with diverse constituents (teachers, parents, children); clear writer, facilitator and public speaker.
- Proven ability to proactively lead by example, effectively manage adults, and seek out feedback.
- Team player; maturity, humility, strong work ethic, follow-through, sense of humor, and "roll-up-my-sleeves" attitude.
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude; flexible, able to work autonomously as well as take direction as needed
- Experience and familiarity with IEP process, behavior modifications and special education law

### **Qualifications:**

- A bachelor's degree from a competitive college or university; master's degree preferred.
- Three or more years of teaching experience in a special education setting with a record of high student achievement
- Special Education certified
- Experience leading and managing adults.

**Compensation**

Salary for this position is competitive and commensurate with experience. **Libertas Academy Charter School** offers a competitive salary and comprehensive health benefits.

**Apply Now**

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**Commitment to Diversity**

As an equal opportunity employer, **Libertas Academy Charter School** hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.