



Job Title: Director of Special Education

Department: The First Hope of The First Academy
<https://thefirstacademy.org/academics/first-hope/>

Reports to: Sr. Director of Advancement and Parent Relations

Job Summary: The **Director of Special Education** will be a Christian who will direct the special education programming to ensure provision of student services for special education students. He or she will work to support the faculty and staff in providing individualized education plans to meet the needs of all students in compliance with ABA, state standards, and scholarship funding requirements. The director will be a strong Christian whose program leadership helps to continue to inspire special needs students to gain the knowledge and skill set for behavioral, academic, and spiritual development, consistent with The First Academy philosophies, vision and mission statement.

Special Knowledge Skills:

- Experience and passion in working with special needs students
- Understanding ABA Therapy
- Understanding of McKay and Gardiner Scholarship funding (preferred)
- Ability to communicate with all levels of special needs students and their parents
- Ability to lead a team of special education teachers, staff, and therapists
- CPR certification (required)

Essential Job Functions:

- Supervise accommodations and modifications for special needs instruction
- Help teachers understand and meet the special needs of individual students
- Support the professional development of teachers and staff
- Coordinate the schedules for student therapies
- Oversee student schedules, course requirements, and graduation pathways
- Oversee new student admissions and returning student retention
- Oversee the compliance with scholarship funding organization guidelines
- Oversee the scholarship funding organization compliance

Required Qualifications and Experience:

- Christian World View. Evidence a mature personal Christian faith consistent with The First Academy Statement of Faith including being a born again Christian, active church member and exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle.

- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Present a positive image of the school to others and to the community
- Ability to maintain an appropriate work/life balance
- Ability to think creatively and problem solve, incorporating the appropriate level of diplomacy and tact
- Ability to implement policy and procedure
- Ability to interpret data demonstrate proficiency in Google Drive and Microsoft Office
- Ability to manage budget and personnel
- Ability to finish tasks in a timely manner and effectively partner and collaborate with others within The First Academy School community
- Ability to maintain confidentiality pertaining to school/student matters
- Previous administrative experience in an educational environment a plus
- Minimum Bachelor's Degree with Special Needs Certification - required
- Educational Leadership Certification - preferred

Consistent Attendance is a job requirement.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

	None	up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods			✓	
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders		✓		
Balance		✓		
Stoop, kneel, crouch or crawl		✓		
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head			✓	
Repetition-using an input device-a keyboard or mouse-in a steady manner				✓
Lifting up to 25 pounds with control		✓		
Pushing up to 25 pounds with control		✓		
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓
Peripheral Vision <i>(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)</i>				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)		✓		
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓