



Scottsdale Christian Academy

Job Title: Program Director - Special Education (Pathways Program)

Position Summary: The Program Director for Special Education Services (Pathways) shall provide organization and direction in the development, implementation and coordination of the school's K-12 special education services. They will be responsible for coordinating all extra assistance given in and outside the classrooms to address individual students with specific needs in all areas; academic, social, emotional and physical. They will oversee the AEP coordination, implementation, and communication. They will supervise and monitor all members of the Pathways program, and coordinate and communicate with the general ed teachers, academic and social counseling and guidance teams, principals, and parents. They will work closely with class teachers and parents to enable each student to reach their full potential.

Qualifications:

- Master's degree relevant to the position preferred.
- Valid teaching or administrative certificate issued by the State of Arizona. ACSI certificate (can be obtained once employment starts at SCA).
- A thorough knowledge of a range of developmental disorders and learning difficulties is essential alongside significant experience of working with young people with these challenges.
- Valid Arizona IVP Fingerprint Clearance Card and Criminal Background Clearance Check.
- Actively attending a Bible believing church and agree to all SCA doctrinal statements.
- Appropriate administrative and teaching experience directly related to position.
- Knowledge and experience in development and execution of educational programs.

Responsibilities:

- Works with school principals and staff to support implementation of the SCA Pathways program ensuring that specialized instruction needs are met.
- Protects confidentiality of records and information about student and staff and uses discretion when sharing any such information.
- Recommends to administration research-based professional learning for Special Education (Pathways) instructors covering a wide range of needs from dyslexia to ASD, ADHD and social/emotional/mental health issues. Assists in planning and supervising the orientation program for new teachers. Plan, implement and evaluate staff development activities related to the improvement of instruction and/or delivery of services,
- Model and assists with developing effective instructional strategies from one-to-one coaching to large workshop settings.
- Implements appropriate and uniform procedures for identification, evaluation and placement of special education students.
- Assist in compliance with the operating budget for the special education services.
- Assist in recruiting, interviewing, and recommending for employment qualified applicants for special education positions when they become available.
- Keeping informed the principals of progress in the implementation of all special education (Pathways) services programs.
- Develop and maintain lines of communication between special education (Pathways) staff, regular program staff, parents and other agencies. Effectively respond to written and oral requests for information in a timely manner.
- Have good rapport in staff relations and supervision. Able to communicate ideas, programs etc., to individuals and/or groups. Meets and collaborates with parents, staff, and SCA personnel using problem-solving methods to assure that individual student programs are implemented as described by the **Pathways manual**.
- Assist in reviewing and evaluating results of district-wide testing programs and other evaluative measures used

by schools.

- SSD Coordination for testing accommodations in conjunction with the academic counseling department.
- Perform other duties as assigned by the Principals who oversee each of the three schools (ES, MS, HS), or by the Superintendent.

Distinguishing Qualities of this Position:

The ideal candidate will have special education expertise and experience, leadership and oversight experience, strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of the school; the ability to respond effectively to the needs of a diverse and demanding student and parent population and reflect a credible profession of faith in Jesus Christ.

Background Check Statement: SCA conducts pre-employment screening and drug screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Position Start Date: July 1, 2020

Number of Months: 11 months (July 1 through May 31)

Reports to: Principals (Elementary, Middle School, High School).

Salary: As determined by education and experience.

Evaluation: Performance of this position will be observed regularly and evaluated annually by the school Principals.

Education: Master's Degree preferred (Bachelor's Degree required) in a relevant discipline, such as Special Education.

Experience: Minimum of three to five years of successful experience in SPED field preferred.