



Thornton Academy is seeking a knowledgeable, skilled and experienced leader in the field of Special Education for the position of Assistant Special Education Director (upper school, gr 9-12).

Position status: Full-time position for 185 days

Accountability: The Assistant Special Education Director is directly responsible to the Senior Director of School Administration in fulfilling all responsibilities.

Nature of the Position: The Assistant Special Education Director provides leadership and direction at the departmental level and cooperative collaboration at the school level to achieve the mission and goals of the Headmaster and senior administration.

Job Requirements – This position requires a person who:

- Can exercise judgment and discretion.
- Can assess program effectiveness for individual students with disabilities.
- Is able to set priorities among responsibilities in order to meet schedules and timelines.
- Works collaboratively with all stakeholders
- Has specific knowledge-based competencies required to perform all job functions including:
 - Special education law and educational programs
 - Curriculum and instructional practices/strategies which assist student with disabilities in securing a quality education
- Is able to communicate effectively, mediate conflict, and adapt quickly and successfully to changing situations
- Can serve as a role model to advance and encourage academic curiosity, professional reflection, self-evaluation and professional growth, and effective professional development
- Has excellent skills of verbal and written communication

Performance Responsibilities – The Assistant Director of Special Education will:

- Conduct department meetings to meet departmental business and serve as a liaison to the school at large
- Engage all new special education staff members in effective induction procedures
- Plan, implement, and facilitate professional development opportunities for special education faculty and staff
- Provide supervision and evaluation of:
 - All daily activities of special education staff (administrative assistants and educational technicians)
 - Special education faculty for the purpose of providing support and complying with school policies and regulations regarding students with special needs
- Review regularly all pertinent federal and state special education-related legislation, rules and regulations
- Identify and share the impact of changes in legislation and regulations on the school as a whole

- Conduct reviews of assigned special education documents so as to ensure compliance with school procedures, state and federal laws
- Identify and address areas of program need including the assignment of operational responsibilities
- Provide consultation on effective teaching strategies and techniques for instruction of students with exceptional needs
- Coordinate curricular resources and evaluate effectiveness of programs for students with exceptional needs
- Attend transitional meetings for incoming 9th grade students and all transfer students, as well as initial referrals.
- Work with the Senior Director of School administration to assign teaching responsibilities, caseload distribution, and educational technician assignments.
- Manage the process of annual scheduling for students in special education
- Support special education faculty with administration of assessments and other evaluative instruments for the purpose of assessing student competency levels and/or developing IEPs
- Assist in communication with parents and staff members regarding evaluation, programming, placement, services and rights of students with disabilities
- Review IEPs for all annual, triennial, and program reviews
- Complete any new or additional assignments to support the mission of the school and/or at the direction of the Senior Director of School or the Headmaster

Required credentials

- Five or more years of special education classroom experience
- Leadership experience in special education programming
- Maine DOE certification in special education or special education administration, with administrative certification preferred

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed application form (download at <http://www.thorntonacademy.org/careers>)
- Three letters of reference, including contact information for each individual
- Copies of all post-secondary transcripts
- Evidence of current/active special education certification and CHRC (required by Maine law)

All materials should be submitted electronically to susan.tarver@thorntonacademy.org. Please note "Candidate: Asst. Special Education Director" in the Subject line.

If electronic submission is not possible, materials may be mailed or delivered to:
Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

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