



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title: Special Education Program Manager**

**Job Type:** Full-time, 12-month contract

**Reports to:** Principal

**Staff to manage:** ESS Paraprofessionals & ESS Teachers

**Department:** Instructional Leadership

**Location:** On campus

**Starting Salary:** \$56,160-\$95,360

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- School Laptop
- 12 days of paid time off, 5 days of sick leave per year (PTO accrued over time)
- All supplies and materials for your department will be provided by Western. Staff are not expected to pay out of pocket for any needed items.

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Bachelor's Degree
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Valid state certification in special education administration or related licensure
- Excellent communication skills
- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

**General Description:**

The Special Education Program Manager is responsible for providing leadership, oversight, and coordination of programs and services for students with exceptionalities within the school or district. This role involves ensuring compliance with state and federal regulations, managing personnel within the ESS department, and collaborating with stakeholders to support the academic, social, and emotional needs of students with disabilities.

**Duties and Responsibilities:****Program Management and Oversight:**

- Develop and implement policies, procedures, and programs to ensure the provision of appropriate services and accommodations for students with exceptionalities, including those with disabilities, giftedness, and other special needs.
- Ensure compliance with federal and state laws and regulations governing special education, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and state-specific guidelines.
- Coordinate the development and implementation of Individualized Education Programs (IEPs), 504 plans, and other specialized education plans for eligible students, ensuring that goals, accommodations, and services are tailored to meet individual needs.

**Personnel Management:**

- Manage staff within the ESS department
- Provide leadership and professional development opportunities for ESS staff, including ongoing training, coaching, and feedback
- Conduct performance evaluations and provide support and guidance to address areas of improvement.
- Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.

**Collaboration and Coordination:**

- Collaborates effectively with School staff, families, ESS teachers, and the community for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
- Serve as a liaison between the school and external agencies and organizations involved in providing services and support to ESS Students

**Data Management and Reporting:**

- Oversee the collection, analysis, and reporting of data related to student outcomes, program effectiveness, and compliance with regulatory requirements.
- Ensure accurate and timely completion of state and federal reporting requirements related to special education services, including the submission of required documentation, reports, and assessments.
- Manages fiscal resources from school funds and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.

**Professional Development and Training:**

- Stays informed about current research, trends, and best practices in the field of exceptional student services, and disseminate this knowledge to staff through professional development opportunities, workshops, and training sessions.

**KNOWLEDGE AND ABILITIES:**

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

**Physical Demands:**

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to monitor students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing step ladders, stairs, bleachers and hallways, indoors and outdoors

**With Reasonable Accommodations:**

The Special Education Program Manager is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.  
Western: CFA is an equal opportunity employer.