

BALTIMORE CITY PUBLIC SCHOOLS

Executive Director - Special Education & Student Support

JOB SUMMARY

Rooted in the mission to eliminate disparities in achievement, and to ensure college and career readiness for students with disabilities, the Executive Director, Special Education & Student Support (ED) ensures that central systems, structures, practices, and programs effectively support the needs of diverse learners; that relevant special education laws and regulations are followed; that innovative, inclusive practices and pedagogy drive improved outcomes across all student populations and that stakeholders from diverse backgrounds, alongside clear goals and data, inform our decision making.

The Executive Director leads a dynamic team of special educators and prioritizes collaboration with the offices of Teaching & Learning, Secondary Success & Innovation, and Student Wholeness to ensure cross-function and cohesion in the district's approach to supporting City Schools' scholars. In addition, the Executive Director works closely with the City Schools Legal Office as a leader in the development and implementation of special education policy and practice in service of effective IEP and 504 creation, execution, and compliance.

ESSENTIAL FUNCTIONS

- Leads the planning and implementation of system-wide strategies, policies, and practices to improve the provision of specially designed instruction, IEP and 504 creation and compliance, and related services in support of student achievement in City Schools.
- Collaborates with the Executive Directors of Teaching and Learning and Secondary Success & Innovation to ensure aligned curriculum, pedagogical practices, intervention programs and multi-tiered systems of support are in place to improve the delivery of specially designed instruction, intervention, related services, and secondary and post-secondary transition supports to students with disabilities.
- Collaborates with ILEDS (principal supervisors), Principals, and Community Learning Network Academic and Special Education liaisons to implement and monitor the high-quality, aligned curriculum, programming, processes, and support in service of students with disabilities and the staff supporting their education.
- Leads strategic budgeting, prepares and manages budget for Office of Special Education to ensure investments meet maintenance of effort (MOE) requirements as well as all supplemental special education needs investments.

- Leads the strategic design and management of local, state, and federal special education grants to maximize local investments and extend services for students with disabilities.
- Partners with the Maryland State Department of Education, USDOE, as well as internal and external auditors, to monitor progress on special education indicators and is responsible for district improvement plans, corrective action and collaborative action plans, as well as technical assistance requirements and compliance associated with special education monitoring by the state.
- Liaises with parents, community members, school-based special educators and leaders, as well as students to ensure stakeholder feedback and voice informs decision making in support of students with disabilities. Inclusive is relationship building with SECAC, advocates, and policy makers.
- Identifies staffing needs to support organization growth, effectiveness and efficiency and works in partnership with Human Capital to hire and retain special education staff.
- Provides leadership through effective supervision, mentoring, and professional growth and development opportunities to assigned staff and establishes a culture where growth and improvement is valued.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school boards policies and the professional standards.

QUALIFICATIONS

Strong candidates for the ED role will have a deep commitment to and a track record of supporting equitable outcomes for students with disabilities. They will have demonstrated success coordinating resources and programs across large, complex education systems, and bring some combination of the following skills, experience and credentials:

- Master's degree in special education, educational administration, or a related field; Doctorate Preferred. Degree must be from an accredited college or institution.
- Valid Advanced Professional Certificate from the Maryland State Department of Education. Candidates with an equivalent credential from another state will also be considered if they are willing and able to pursue and earn MD credential through reciprocity. Must hold Special Education certification and Administrator I; Administrator II endorsement preferred.
- Five years of supervisory/administrative/management experience in special education or related field, preferably in a large urban school district.
- Experience as a principal/school leader with documented success improving student outcomes, particularly for students with disabilities.
- Knowledge of legal mandates, regulations and requirements governing the provision of

special education related services.

- Knowledge of special education funding at the local, state, and federal levels.
- Knowledge of current trends and research in special education.
- Interpersonal skills that foster effective team building and engaging diverse stakeholders.
- Excellent verbal and written communication skills, including the ability to make persuasive presentations to diverse audiences.
- Ability to work cooperatively with community partners, including community agencies, other local school systems and the business community.
- Knowledge of best practices for the instruction for diverse learners, particularly those who have been marginalized or disenfranchised.
- Ability to leverage technology to support instruction, personnel and program evaluation.

REPORTING

The Executive Director, Special Education & Student Support reports to the Chief Academic Officer. Direct reports include assorted Directors, Coordinators and Administrative Staff.

APPLY

We have engaged [Promise54](#) to support the hiring process.

Review of applications will begin immediately and continue until the position is filled. For best consideration, please follow these instructions to submit a cover letter and resume:

1. Visit the [Opportunities](#) section on Promise54's website and click on the APPLY NOW tab within the Baltimore City Public Schools, Executive Director, Special Education & Student Support position description.
2. Answer a brief set of questions about you.
3. Below the questions, you'll be able to upload your resume as well as a cover letter.

Finally, if you encounter any technical difficulties, please contact: admin@promise54.org.

NOTICE OF NONDISCRIMINATION

Baltimore City Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age. For inquiries regarding the nondiscrimination policies, please contact:

Equal Employment Opportunity Manager
200 E. North Avenue, Room 208
Baltimore, MD 21202

410-396-8542(phone)
410-396-2955 (fax)

The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.