



Director of Special Education

Job Brief

The South Carolina Public Charter School District is looking for an enthusiastic and self-driven professional to step into the role of Special Education Director at the District office in Columbia. The incumbent will be responsible for performing a variety of professional, administrative, and leadership work in the areas of Special Education and Section 504. This position requires an emphasis on support and respectful, responsive service to school-based staff and stakeholders with the purpose of improving outcomes for students with disabilities. The employee must demonstrate knowledge regarding federal and state statutes and regulations regarding students with disabilities. Professional development knowledge and abilities are included in this role, not limited to, research-based methodologies, data collection, progress monitoring, effective IEP development and implementation. This position is based in Columbia, South Carolina, and requires travel statewide to include schools under our authorization. The Director of Special Education reports to the Chief of Support & Implementation.

Core Functions

- Manages the development, implementation, and monitoring of technical assistance for portfolio schools that is aligned to the District's expectations for support and differentiated assistance for school performance, maturation, and operational health.
- Monitors the programming for students with disabilities and provides scheduled targeted assistance aligned with the SCDE LEA Determination system for Special Education and Section 504.
- Manages the state platform that warehouses student information and plans related to Special Education, including account management for portfolio schools, as well as the design and implementation of online IEP and 504 templates.
- Manages and oversees official complaints (State, OCR, Due Process, etc.) and adherence to timelines related to students with disabilities including coordination with the Chief of Support & Implementation, Office of Special Education Services, Office of Civil Rights, legal counsel, and portfolio schools.
- Manages the Special Education Team.



Responsibilities

- Manages systems that ensure school compliance with federal and state Special Education and Section 504 requirements, including incorporation of relevant components into the SC Public Charter AFO Index, alignment with the Technical Assistance Framework, and coordination with the Sponsor Performance team or legal counsel where necessary.
- Manages the planning, budgeting, and implementation of federal IDEA funds and ensures the funds are spent in accordance with SCDE requirements in a reasonable and allowable manner.
- Supports the District's Sponsor Performance team in the review of charter applications and the onboarding of new, transfer, and developing schools in preparations to operate autonomously and effectively within the SCPCSD portfolio, including the maintenance of relevant guidance documentation and training modules, as well as ensuring the transmission of a school-level understanding of needed in-house infrastructure, staffing, and capacity in Special Education and Section 504.
- Monitors and supports schools in compliance of programmatic requirements and the timely correction of non-compliance.
- Maintains a high level of knowledge and application of federal and state statutes and regulations regarding students with disabilities and directly supports stakeholders with skills development and application of these principles and practices of assessment, data collection, interpretation of data and program implementation.
- Assists the Chief of Support & Implementation with program related inquiries, tasks, and reporting, as assigned.
- Analyzes short- and long-term data regarding the performance of students with disabilities and assists the team in planning targeted assistance.
- Manages IDEA reporting compliance and timelines.

Requirements

- Master's degree in Special Education and certification in Special Education in South Carolina; or a Bachelor's Degree and certification in Special Education in South Carolina.
- At least five years of successful teaching experience with students with disabilities; or equivalent experiences which provide the required knowledge, skills, and abilities.
- Committed to building great schools for the children of South Carolina.
- Working knowledge of the principles of supervision, organization, and administration in education.
- Proven experience with accuracy, attention to detail, and timelines.
- Knowledge in data analysis and data driven decision making to improve student outcomes.
- Proven experience with coaching and/or mentoring of educators to develop skills and increase capacity.
- Customer service approach to supporting stakeholders.

- Excellent oral and written communication skills, time management skills, and the ability to prioritize work.
- Competency in MS Office, Enrich, and PowerSchool.
- Able to navigate, run reports, and utilize processes in EDPlan SC preferred.

Applicants should submit a letter of intent and resume to Susan Howard, Chief of Support & Implementation, at showard@sccharter.org by Wednesday, March 26, 2025.