

# **YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY**

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## **Special Education Director**

**REPORTS TO:** Principal/Director

### **SUMMARY**

YES Charter Academy is seeking a highly qualified, collaborative, and student-centered Director of Special Education to provide leadership, oversight, and compliance support for the school's special education program. The Director will work closely with school administration, teachers, related service providers, families, and outside agencies to ensure that students with disabilities receive high-quality services in accordance with federal and California special education laws.

The ideal candidate is an experienced educational leader with a strong background in special education compliance, program development, and instructional leadership.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide leadership and oversight of the school's Special Education program.
- Ensure compliance with IDEA, California Education Code, and CDE regulations.
- Monitor and support the implementation of IEPs and specialized academic instruction (SAI).
- Oversee special education timelines, compliance requirements, and case management practices.
- Utilize SEIS to monitor documentation, compliance, and student records.
- Collaborate with administrators, teachers, related service providers, and families to support student success.
- Facilitate IEP team meetings, provide consultation, and assist with complex student cases.
- Develop and implement systems to improve program quality and compliance.
- Provide coaching, training, and professional development to special education staff and paraeducators.
- Assist with state reporting, audits, corrective actions, and compliance monitoring as needed.
- Foster collaborative relationships with SELPA, county offices of education, and outside service providers.

### **ADDITIONAL DUTIES**

- Participate in 3 events per year, outreach activities, fundraisers, family events, and board meetings. (Open House, Back to School and Graduation are not considered part of the 3 events and participation/attendance are mandatory)

- Have a strong commitment to the philosophy and success of the Environmental Science focus of the school
- Participate in co-curricular and extra-curricular activities such as serving as an advisor to a student club, attend field trips with students
- Participate in professional development
- Speak to the Administration, Teacher Representative or Council Member directly about concerns relating to the governance of the school so that issues may be resolved in a timely manner and with minimal problems to other faculty, students, families or community

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong understanding of MTSS, PBIS, and evidence-based instructional practices.
- Excellent organizational, communication, and leadership skills.
- Ability to interpret and apply complex special education laws and regulations.
- Experience supporting inclusive educational practices and Least Restrictive Environment (LRE).
- Demonstrated ability to build positive relationships with students, families, staff, and community partners.
- Commitment to student-centered decision making and collaborative problem solving.

### **MINIMUM QUALIFICATIONS**

- Valid California **Education Specialist Credential (Clear)**
- Master's degree in special education, Educational Leadership, School Psychology, or related field (required)
- Minimum **five (5) years** of successful experience as a Special Education Teacher
- Minimum **three (3) years** of experience serving in a Special Education leadership or Director-level position
- Demonstrated knowledge of IDEA, California Education Code, and California Department of Education (CDE) regulations
- Working knowledge of **SEIS** and special education documentation systems
- Ability to travel locally, if necessary

### **GENERAL QUALIFICATIONS**

- **Verification of eligibility to work in the United States**
- **Current TB clearance**
- **Must undergo and maintain clear DOJ and FBI clearance**
- Must believe in YES Charter Academy's Mission, Vision and core values
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships
- Must be able to interact with stakeholders at all levels (including staff, parents, students, and community members) in a respectful manner and provide excellent customer service

- Must be able to work collaboratively in a team environment
- Must have strong organizational, problem-solving, and time-management skills
- Must attend and participate in YES staff meetings as required
- Must attend and participate in YES training as required