

## **CONTRACT ANNOUNCEMENT**

**Position:** Special Education Director Consultant

**Term:** September 2023 through to June 15, 2024, with the opportunity for renewal

**Organization:** Idaho State Department of Education

**Special Education Director:** Chynna Hirasaki

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Email: [chirasaki@sde.idaho.gov](mailto:chirasaki@sde.idaho.gov)

**Program Coordinator:** Kimberly Shaner

Telephone: 208-332-6914

Email: [kshaner@sde.idaho.gov](mailto:kshaner@sde.idaho.gov)

**Classification:** Full or Part Time Contract Position

**Position Description:**

The Contractor shall act as a consultant to assist in the implementation of corrective actions as requested by the SDE, in response to data determinations, dispute resolution, or other substantiated need through monitoring and support and targeted technical assistance measures to comply to federal regulations under 34 CFR 300 and under Idaho Code, IDAPA 08.02.03 and any other work supporting school districts in the implementation of IDEA, FAPE, or as directed by the SDE.

The Contractor will

**I. Scope of Work:** The Director of Special Education desires that the LEA Special Education Director Consultant perform, the following:

- a. Provides direct and indirect coordination, consultation, and training support to LEAs as identified in corrective action plans.
- b. Collaborate with SESTA, SDE-assigned contractors, and LEA staff to complete required corrective action plan requirements.

- c. Reports regularly to the SDE Program Coordinator on the progress of corrective action plan requirements through periodic communication via email, phone contact, or scheduled meetings.
- d. Attend meetings with SDE Special Education staff as requested.

## **II. Travel:**

This position is remote, but travel may be required for this position throughout Idaho on occasion (~10%)

## **Minimum Qualifications:**

- a. Current Idaho Administrator certificate with Special Education Director endorsement
- b. Special Education Director experience within K-12 setting

**Compensation:** The compensation for the above deliverables is \$80.00 hourly up to 40 hours a week invoiced monthly, commensurate with education and experience. This position is a contract position and the contractor will bear all costs, fees, and expenses associated with the execution of the work. Travel time will be billed at the same rate. Flight and/or hotel reimbursement for travel directed by the SDE program coordinator.

This is a contract position, the liaison will not be an employee of the SDE, and as such does not provide any employment benefits. The liaison will need to provide and show proof of Automobile liability, General Liability, and Professional Liability Insurance. A current Criminal Background Check must be provided.

**To apply, submit the following documents to Melissa Knutzen: [mknutzen@sde.idaho.gov](mailto:mknutzen@sde.idaho.gov)**

- 1. Resume
- 2. Cover letter that addresses all qualifications and scope of work.
- 3. Phone number and email address for three professional references.
- 4. Please indicate if you are interested in a full or part-time contract. If part-time indicate the number of hours available to work.