



Coordinator, Special Education Charter School

Non-Classified Classification

Open for Recruitment: October 14, 2009 – Open until filled

Announcement # NONCLS076633

Salary Range: \$25.00 - \$28.00 per hr (\$52,000 - \$58,000 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Special Education Charter School Coordinator

The Special Education Charter School Coordinator would be part of the special education team with key responsibilities for ensuring that new charter schools open ready to serve students with disabilities and that existing charter schools are in compliance with IDEA. This position would, among other tasks, make presentations at charter school conferences and workshops regarding special education requirements, provide training and technical assistance to charter school staff, and monitor new and existing charter schools for compliance with state and federal special education laws.

This position requires an understanding of special education rules and regulations and special education instructional experience. This is a full-time position serving under appointment of the Superintendent of Public Instruction.

RESPONSIBILITIES:

- Communication to charter schools through e-mails, mailings, phone calls, etc. Answer questions about special education requirements from school administrative personnel.
- Make presentations regarding special education requirements in workshops and webinars.
- Conduct onsite visits to verify special education compliance with IDEA. Requires some travel throughout the state.**
- Review proposed charters for sufficiency of special education plans.
- Work collaboratively with the SDE special education team on various projects.

** Related Information:

Reliable personal transportation is required to carry out applicable assignments within the State of Idaho. Mileage reimbursement is based on current State guidelines.

QUALIFICATIONS:

- Bachelor's degree from an accredited institution required; Master's degree preferred.
- Certification in special education preferred, but not required.
- Special education teaching experience.
- Knowledge of special education law.
- Experience with computer skills in Microsoft Word, Excel, PowerPoint, and online search engines.
- Excellent written and oral communication skills.
- Experience with presentation skills.
- Organization skills, ability to multi-task and prioritize multiple projects.

- Ability to be a team player.
- Some experience with supervision.

APPLICATION PROCEDURE:

Please submit a letter of interest, the professional staff employment application (see link below), your resume, and three (3) letters of recommendation or the names and contact information of three (3) professional references to:

State Department of Education
Human Resources Office
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6873
Fax: (208) 334-2228
E-Mail: hr@sde.idaho.gov

Your letter of interest and/or resume should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at:

<http://www.sde.idaho.gov/JobOpenings/default.asp>

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Application review will begin **October 27th, 2009**. **Applicant screening will continue until the position is filled.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. This announcement will be closed without notice once a qualified candidate is identified and accepts the position.

**Thank you for your interest in employment with the
State Department of Education!**

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.