

## **Founding Exceptional Children Specialist at Mountain City Public Montessori**

Mountain City Public Montessori is a tuition-free public Montessori Charter school for children in grades kindergarten through 6th grade in Asheville, North Carolina. Our mission is to provide equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community. An integral part of our mission as an organization is to operate with a lens of diversity, equity, inclusion, and belonging.

Our organizational structure is one of shared leadership that gives our staff the support they need to provide the best learning environment and experience for the students, and allows each individual to focus their attention, energy, and skills on what they do best. Shared leadership enables the school to draw on a larger pool of talent, wisdom, expertise, and experience beyond a single administrator, and nurtures the development of leadership experience and skills within the school, thereby cultivating the next generation of leaders.

Our **Exceptional Children Specialist** is a highly skilled teacher with extensive experience working within special education. They are knowledgeable of IDEA and *NC Policies Governing Services for Children with Disabilities* and work closely with the leadership team to ensure the adherence of them within the school.

Our Exceptional Children Specialist works with our leadership team to coach and support our teachers to provide specialized instruction that develops students' knowledge and skills and promotes progress towards their IEP goals.

### **Requirements:**

- Bachelor's Degree in special education, psychology, or a related field from an accredited college or university (Master's degree desired)
- 3-5 years of experience working with children with disabilities as a special education teacher, psychologist, or in an administrative capacity
- Holds or is eligible to hold a valid NCDPI Exceptional Children: General Curriculum (K-6 or K-12) license by December 2023
- Ability to effectively implement EC services using a co-teaching model in a Montessori learning environment

## **Responsibilities**

- Work collaboratively with team members to support teachers in the development and progress of students with IEPs.
- Work collaboratively with the Curriculum Director and Montessori Coach to implement Multi-Tiered Systems of Support
- Work collaboratively with the Director of Operations to complete all state and federal funding requirements
- Participate in state special education professional development opportunities
- Ensure all IEP and 504 mandates are followed with fidelity
- Ensure all necessary paperwork required for IEP and 504 development and maintenance is properly done
- Create and maintain a positive, structured learning environment that invites and excites students as they embrace learning
- Ensure the implementation of curriculum resources effectively
- Track, analyze, and monitor student data, and effectively use this data to guide instruction
- Monitor students' progress towards IEP goals and objectives
- Effectively communicate student data to students and parents
- Analyze classroom and individual student data and design responsive student interventions
- Actively participate in weekly data meetings, observation/feedback meetings, and other developmental meetings throughout the year.

## **Leadership**

- Develop and communicate expectations, structures, roles and procedures to ensure appropriate delivery of services to children at risk and with disabilities.
- Articulate a wide range of support within the full continuum of special education and related services, accommodations, modifications and scheduling.

- Understand and ensure implementation of a wide-range of effective programs designed to improve outcomes for students at risk and with disabilities.
- Assure appropriate inclusion of students with disabilities and their families
- Have knowledge of appropriate community services and develop partnerships with parents, businesses, organizations or other agencies to meet the needs of all students.
- Serve as a resource for staff regarding students with disabilities and provide professional development to understand federal and state law, as well as guidelines, procedures, rules and regulations governing services to students with disabilities.
- Facilitate and encourage strong collaboration and communication between DLC team members and classroom teachers to align specially designed instruction with the Montessori philosophy.
- Engage and develop partnerships with families of students with disabilities in the school community.

### **Skills and Characteristics**

- Commitment to Mountain City Public Montessori's mission and vision
- Deep love and understanding of elementary academic content
- Extensive understanding of special education laws and regulations
- Understanding of child development
- Excellent interpersonal, oral, and written communication skills with diverse constituents, including giving and receiving feedback
- Experience with North Carolina Every Child Accountability & Tracking System (ECATS)

- Comfort with office productivity applications, including Google Docs, Word, and Excel
- Strong organizational skills and attention to details
- High aptitude for problem solving, navigating challenging situations, and inspiring collaboration among colleagues

### **Salary and Benefits**

Mountain City Public Montessori's compensation philosophy is to pay competitively as compared to the surrounding LEAs to ensure the ability of our staff to live and thrive in our community. The hiring salary for this role is determined by years of experience and qualifications. Mountain City Public Montessori is committed to internal pay equity throughout our organization. We offer a competitive benefits package with comprehensive health benefits utilizing the state health plan. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email, and all necessary supplies.

### **Additional Information**

Equal Employment Opportunity: Mountain City Public Montessori provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines.