



# LONGLEAF SCHOOL OF THE ARTS

322 CHAPANOKE ROAD ♦ RALEIGH, NC 27603 ♦ (919) 896-8164

## Director of Exceptional Children Job Description:

Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school focusing on the fine arts. Our mission:

*Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.*

**Job Summary:** The Director of Exceptional Children position will be responsible for implementing student IEPs, coordinate 504 plans, having a caseload of students to supervise, co-teaching in an inclusion class in the areas of NC English I, II, and III; Math I, II and III and other duties as assigned.

### Job Description:

- Responsible for creating IEPs and hosting as both the EC teacher or as LEA at times
- Responsible for coordinating 504 plans, including referrals and annual reviews
- Co-Teaching ICR English and/or ICR Math
- Run a successful Curriculum Assistance class
- High level of understanding on how to use technology in the classroom; Longleaf is a 1:1 school with remote learning students
- Knowledge of Laws pertaining to special education
- Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual abilities, and to accommodate a variety of instructional activities
- Utilize Bloom's Taxonomy and gradual release to structure student activities and assignments and ensure instructional practice is current with "best practices" learning theory research.
- Ensure instructional practice and curriculum foster critical inquiry, analysis and evaluation.
- Construct and/or use courses, units, and lessons that integrate knowledge.
- Prepare lessons that reflect differentiation in student learning styles and abilities.
- Utilize diagnostic feedback from assessment tools to modify unit and lesson plans.
- Foster a classroom environment conducive to learning and appropriate for physical and social development of students.
- Create opportunities for students to assume responsibility for and be actively engaged in their learning.
- Conduct and maintain ongoing assessments of student achievement and behavior, both formative and summative, using appropriate assessment instruments and methods.
- Use technology to strengthen the teaching/learning process.
- Keep unit and lesson plans informative and electronically maintained and updated in a timely fashion.
- Classroom Management
- Partner with Gen-Ed and EC teachers to ensure implementation of IEPs and 504s
- Monitor IEPs for compliance according to policies determined by NCDPI
- Maintain relationships with DPI EC Division and attend quarterly Regional Director's meetings
- Maintain records for state reporting required by NCDPI
- Complete and submit annual IDEA, PRC 611 grant
- Participate in MTSS team

- Complete IEP referrals according to Child Find policy
- Lead EC department, including EC teachers and related service personnel

**Minimum Requirements:**

- Masters Degree
- NC Teacher License in Exceptional Children
- Experience as a Director of Exceptional Children preferred