46411 SENIOR MANAGER, SPECIAL EDUCATION

Please Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=6UN

EQUITY
Traditional 235 work days
FTE: 1.0
Salary Range: $71,481 - $89,350

Essential Functions and Objectives:

Responsible for strategic insight and management of programs and initiatives that affects the district in achieving its long term and overarching goals. Leads the day to day operations of a broader strategic function and shapes the framework of DPS in a forward thinking and dynamic manner. Primary emphasis is achieving results by building engagement and empowering their teams. Manages district wide initiatives and high impact teams, with a greater span of control.

The Special Education Senior Manager serves as a leadership member of the Special Education administrative and decision-making team. Analyzes and identifies operational and strategic needs of an area of specialization related to special education. Supervise an assigned set of Special Education Instructional Specialists to ensure that all schools have the needed training, coaching and support to provide effective instruction and follow all legal requirements in support of the academic growth of students with disabilities.

- Executes functional or departmental plans and contributes to the development of functional or departmental strategies; provides input and advises others on strategy, outside of their function or department. Recommends innovation, significantly modifies and improves current policies and practices. Devises long term operational goals and makes decisions that affect results delivered.
- Manage and work with respective teams to both influence and implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Develops operational plans such as resources, budgets, schedules, and performance.
- Apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to other managers, supervisors and teams.
- Solve complex problems that impact broad segments of the district, including: defining, tackling and mitigating issues or situations. Map or assess situations, formulate options and act as a strong tactical decision maker. Use integrated knowledge of several disciplines or areas of expertise to resolve strategic issues.
- Establish targets & performance metrics, analyze performance and follow up to ensure achievement plan is attainable.
- Analyze past trends, identify gaps, and use in depth knowledge to provide recommendations.
- Work on issues that require in depth knowledge; apply discretion for decisions that could impact business activities & team operations.
- Collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with upper management. Conduct training, present findings & materials and other deliverables.
- Improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.
- Manage, supervise and hold accountable the Special Education Instructional Specialists for providing schools with the needed training, coaching and support to provide effective instruction.
- Oversee the development of professional development curricula that includes: Application of effective instructional practices and data driven decision making focused on increasing academic growth for students with disabilities; Monitor student data for the continuous academic growth of students with disabilities.
- Collaborate with schools and other central leaders to determine the location of services as determined by the IEP team.
- Manage minor risks to the District (i.e., monetary) or major risks to an individual school.
- Provide assistance to DPS Central Departments, school leaders, and special education teams on a broad range of special education topics, including Free Appropriate Public Education (FAPE), Least Restrictive Environment (LRE), Parental Participation and Procedural Safeguards, and the development of Individualized Education Plans (IEPs).
- Mediate resolutions between families and schools in regards to the implementation of the IEP.
- Elevate concerns that cannot be resolved through mediation to Director of Special Education.
- For concerns escalated from the Special Education Instructional Specialists, serve as a collaborative contact to Principals.
- Develop and grow collaborative relationships with DPS Central Departments, Special Education staff and families.
- Execute the goals and objectives of the Denver Public School District, Division of Student Equity and Opportunity, and its Department of Special Education.
- Other duties as assigned.

Knowledge, Experience & Other Qualifications:

- A minimum of five (5) years' experience cooperatively working with culturally diverse racial, ethnic, linguistic, disability and socio-economic students, families and communities.
- Work related experience in education is required.
- A minimum of one (1) year prior supervisory experience required.
- Special Education Teacher or Related Services license required.
- Knowledge of applicable laws and regulations.
- Strong organizational and analytic skills and strong attention to detail.
- Superior leadership, coaching and mentoring skills.
- Ability to develop and interpret data and manage resources.
- Ability to motivate and influence others.
- Ability to effectively lead a team.
- Demonstrated proficiency with Microsoft Office products including Word, Excel and Outlook, as well as Google Suite.
- Ability to multi-task and juggle management of several high-priority projects in parallel.
- High degree of integrity in handling confidential information.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Knowledge of effective specialized instruction, preferred.
- Knowledge of standards and standards-based instruction and curriculum, preferred.
- Skilled at coaching and supervising others, preferred.
- Understanding of IDEA and all current laws / court decisions related to special education, preferred.

**Education Requirements:**

- Master’s Degree is preferred.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.
Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.