



Founding Director – Newark Special Education Resource Center

Full Time

Newark, New Jersey

April 26, 2106

The National Center for Special Education in Charter Schools (NCSECS) is recruiting an ambitious self-starter to launch the Newark Special Education Resource Center (N-SERC). NCSECS will incubate N-SERC as a local model reflecting its broader national agenda to ensure that students with disabilities have equal access to exemplary special education and related services in public charter schools. NCSECS provides technical assistance, policy analysis, coalition building, and research to a variety of stakeholders positioned to influence the quality of special education programs in the charter sector.

Position Summary

In partnership with the NCSECS leadership team, the Founding Director will be charged with developing the strategic plan, raising operating funds from public and private sources, and launching N-SERC in fall of 2016. N-SERC will be designed to assist schools to access and create relevant resources, evaluate staffing structures, surface and share best practices, and work collaboratively to improve special education programs in charter schools. The ideal candidate will be a highly motivated and ambitious self-starter deeply committed to providing robust support to public schools prepared to enroll and provide quality special education and related services.

Specific Responsibilities

- Work closely and collaboratively with the NCSECS leadership team and other staff members to design and create a special education network supporting a cohort of roughly 25 charter schools in Newark, New Jersey
- Develop business plan and budget for a start-up specialized school support organization to be launched as an independent 501C-3 by fall of 2017
- Incorporate and secure 501C-3 (i.e., nonprofit) status
- Make connections and generate interest among school leaders for N-SERC
- Identify and cultivate both public and private fundraising opportunities and develop exemplary grant proposals.
- Work collaboratively with schools to implement, improve, and monitor special education programs, including development and implementation of short and long-range plans for achieving special education goals and objectives
- Conduct 1:1 meetings with school personnel related to developing and providing quality special education programs and related services.
- Facilitate technical trainings, organizing and managing consultants where appropriate
- Plan and organize monthly network meetings and other events
- Develop tools and resources to support parents of students with disabilities
- Manage contracts associated with the network

- Support creation of effective staffing structures, job descriptions, and hiring plans for special education staff in charter schools
- Work with schools to optimize special education funding
- Remain current on federal, state, and local laws and regulations affecting special education, identifying and sharing the impact of changes with the schools
- Explore and cultivate partnerships with national, regional, and local organizations
- Complete additional duties as may be required to accomplish the goals of N-SERC

Qualifications

- Bachelors Degree and at least five years experience with increasing responsibilities in public education or non-profit start up.
- Expertise and experience with charter schools, and specifically charter schools in Newark, preferred
- Expertise and experience in special education administration and instruction, including direct development of IEPs and implementation through service delivery and administrative/supervisory experience involving exceptional learner processes and instructional programs preferred.

The ideal candidate will demonstrate competency in the following areas:

- **Entrepreneurial drive.** Takes initiative strategic planning, looking to optimize opportunities.
- **Problem-solving.** Approaches challenges in creative ways and finds thoughtful solutions.
- **Organization.** Keeps track of multiple initiatives and deadlines.
- **Attention to detail.** Thinks critically about the details of a task at hand.
- **Flexibility.** Ability to adjust expected tasks and schedule to the updated priorities.
- **Independence.** Can work independently, be assertive, and make thoughtful decisions about projects.
- **Collaboration.** Works with teammates and is responsive to feedback.
- **Dedication to mission.** A genuine interest in advocating for students with disabilities, especially in the charter school sector.

NCSECS provides equal employment opportunity to all individuals and does not discriminate on the basis of color, race, religion, national origin, ancestry, gender, age, disability or sexual preference.

Hours: Full-time

Start date: July 1, 2016

Compensation: NCSECS offers a competitive compensation package

***Application: To apply, please submit letter of interest and resume to:
Lindsay Coker, Info@ncsecs.org by June 1, 2016***