



Special Education Program Manager (Part-time/Consultant)

Organizational Overview

Rocketship Education (www.rsed.org) is a network of public K through 5 charter schools serving primarily low-income students in neighborhoods where access to excellent schools is limited. Using a blend of traditional instruction, adaptive technology and targeted tutoring, Rocketship strives to meet the unique needs of each and every student. But we believe that truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime.

Rocketship schools are located in San Jose and Milwaukee, but we realize the achievement gap stretches across the nation. We're opening new schools every year to help reach the millions of students striving in underperforming schools every day.

The Position

The Special Education Program Manager will work at one site, Rocketship Southside Community Prep, under the supervision of the Director of Integrated Special Education. The Special Education Manager will be responsible for providing oversight and support to the staff at Rocketship to ensure a high quality program for students with disabilities. This is a part-time (40%) position requiring two days/week of direct, on-site support.

This position will be a school-based role in Milwaukee. Each Rocketship school is supported by a Regional Support Office, which is a division of the National Team.

Responsibilities

Duties will include, but not be limited to:

- Support the RSCP team in the development and implementation of compliant, high quality services within an RtI framework
- Ensure due process requirements are met to complete the appropriate development of IEPs and provide ongoing monitoring to ensure IDEA compliance
- Attend IEP meetings as requested
- Manage difficult cases to assure appropriate special education services, including attending IEP meetings and parent conferences
- Provide guidance to the school team regarding implementation of the pre-referral process and supports for struggling students
- Assume responsibility for appropriate identification, educational programming and services for special education students
- Assist in providing in-service training in learning, child development and child management to parents, teachers, administrators and other professionals and paraprofessionals
- Assist in providing consultation and advisement to administrators, teachers, and parents



regarding the general and special educational programs as appropriate

- Assist in coordinating, communicating and seeking consultation with community agencies as appropriate
- Maintain a compliant practice
- Perform other duties as assigned or requested by the appropriate administrator

Required Qualifications

- Valid Wisconsin Director of Special Education and Pupil Services license; Master's degree in Special Education or related field (preferred)
- Bilingual, Spanish (strongly preferred)
- Experience working in Response to Intervention (RtI) models
- Experience working with elementary-age students (preferred)
- Experience working with students with a range of disabilities (learning disabilities, emotional and behavioral disorders, autism, etc.)
- Excellent written and oral communication skills
- Embrace the mission of Rocketship Education
- Thrive in a fast-paced, dynamic work environment
- Ability to be flexible and adaptive in a work environment that is still evolving.
- Perform a variety of specialized and responsible tasks: maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and compliance deadlines.
- Possession of a valid Wisconsin driver's license: willingness to provide own transportation in conduct of work assignments as you will be required to travel from site to site to work with students and faculty at all sites

How to Apply

To submit your resume, cover letter and other materials, please go to the following link:

<http://www.rsed.org/>

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