



Director of Special Education

About Thurgood Marshall Academy: Thurgood Marshall Academy grew out of the experience of law students and professors in the Street Law clinical program at Georgetown University Law Center who witnessed how limited opportunities stunted the academic and social development of students in Ward 8. They also saw an opportunity to use legal principles as teaching tools to educate and empower the students that they encountered.

Thurgood Marshall Academy received its charter from the PCSB in April 2001, and opened its doors to 86 9th graders in August 2001; it then added a grade each year until it served students in grades 9–12; the school received accreditation by the Middle States Association of Colleges and Schools in 2008.

Thurgood Marshall Academy is a college-preparatory, law-themed high school located in the Anacostia neighborhood of southeast Washington, DC—the most under-served community in the District of Columbia. Its mission is to prepare students to succeed in college and to actively engage in our democratic society. The school currently serves approximately 400 students in grades 9–12, and offers a standards-based, college preparatory academic program to all of its students. The curriculum strives to help students develop their own voice by teaching them the skills lawyers have—the ability to solve complex problems, think critically and advocate persuasively for themselves and their communities.

After more than a decade of educating students in the city’s most educationally neglected community, Thurgood Marshall Academy is a top performing, open-enrollment high school in the District of Columbia: student test scores are consistently three to four times higher than those of students in surrounding public high schools; SAT scores surpass those of students in the District of Columbia by over 60 points; and AP passing rates double those of other high schools in the District.

Vacancy: Thurgood Marshall Academy is seeking a Director of Special Education who will work full-time with students in grades 9-12. This position is a full-time, salaried, twelve-month position.

Education and Experience: The preferred applicant will have a Master's degree in Special Education or a related education field and at least five years of combined experience as a special education teacher/related service provider or instructional leader. Prior experience as a special education coordinator preferred. Deep experience and knowledge of The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act and their appropriate implementation in public schools.

Knowledge and Ability Requirements: Must possess ability to multi-task and manage multiple projects at once. Candidate must be energetic, flexible, creative, innovative individual who can develop strengths-based, student-centered support plans which support learning for students. Ability to function as a member of a team is critical. Communication skills (both verbal and

writing) also required. The ability to follow-through and work as a member of a multi-disciplinary team is required.

General Function: Under the direct supervision of the Associate Head of School, the Director of Special Education oversees compliance with all state and federal laws and regulations related to students with disabilities including, but not limited to IDEA and Section 504 of the Rehabilitation Act, for TMA and for our Non-Public school partners.

Duties and Responsibilities: It is expected that the Director of Special Education will fulfill the following:

- Implement and monitor accountability measures to ensure all intensive interventions, specialized instruction services, and related services, are implemented with fidelity to ensure compliance
- Collaborate with TMA and Non-Public staff to prepare for all external audits and reviews related to academics and student services (e.g. Compliance Review), support the PMF performance process, manage all IDEA, ESSA and PCSB requirements; and generally, support successful compliance and operations;
- Serve as Special Education POC and Transportation Coordinator for all OSSE related matters and data management systems;
- Organize IEP and 504 meetings, including, but not limited to, scheduling, sending invitations, and ensuring all materials are ready for families and faculty at least 5 days prior to the meeting;
- Serve as case manager for students with a 504 accommodation plan
- Communicate and manage expectations for specific meeting roles and paperwork requirements with faculty and staff in a professional and timely manner in preparation for IEP and 504 meetings;
- Create and lead the transition from SEC-Led IEP meetings to Student-Led IEP meetings;
- Directly manage Dedicated Aides and Related Service Providers;
- Conduct informal evaluation of teachers within the department. Keep anecdotal notes and provide targeted feedback as necessary;
- Manage missed Service logs for related service providers;
- Meet with department at least twice per month. Submit meeting notes, sign-in sheets, and agendas;
- Prepare, monitor, and maintain department budget and expense forms;
- Serve as the Disability Test Coordinator for all standardized assessments (includes SAT, PSAT, PARCC, etc.)
- Participate in the interview process of teacher, related service, and dedicated aide candidates;
- Assume other duties, administrative and otherwise, as assigned by supervisor

Thurgood Marshall Academy encourages applications from people with diverse backgrounds. Thurgood Marshall Academy is an equal opportunity employer, and offers its employees a competitive salary and benefits. **To apply, submit a resume and cover letter to Abdullah Zaki, Head of School at teach@tmapchs.org**, referencing the job to which you are applying in the subject line. Please, no phone calls.