



DAVINCI ACADEMY SPECIAL EDUCATION ADMINISTRATIVE SPECIALIST/PARAPROFESSIONAL COORDINATOR JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Special Education Administrative Specialist/Paraprofessional Coordinator

REPORTS TO: Executive Director

POSITION OBJECTIVE: The primary objective of the Special Education Administrative Specialist/paraprofessional coordinator is to provide leadership and oversight of the day to day functions of the DaVinci Academy Special Education paraprofessionals and support programs as they align with the mission and vision of the school.

RESPONSIBILITIES:

The duties of the Special Education Administrative Specialist/Paraprofessional Coordinator may vary based upon specific assignments. Duties may also change at any time based upon administration re-examination of student or program needs

- Assists the directors and leadership team in developing sustainable educational/behavioral programming that is in compliance with an emphasis on continuous improvement for special education support staff;
- Assists in special education department recruitment, hiring, retention, evaluation and feedback;
- Ensures special education support staff adhere to all due process procedures, IEP and fiscal compliance requirements;
- Assists in compliance and monitoring including ongoing improvement and corrective action plans for special education support staff;

- Provides leadership and assists special education support staff in complying with District, State and Federal rules/regulations pertaining to students with disabilities;
- Provides leadership in the day-to-day operations of the special education department regularly collaborating with the SPED Director and Due Process Specialist
- Assists with the development and administration of the special education budget and managing fiscal resources including but not limited to special education purchasing, inventory, timesheets, and invoices;
- Assists MA billing processes in coordination with 3rd Party Billing Vendors;
- Serves as the District Representative, empowered to make decisions and commit resources at meetings;
- Consults with school personnel and parents of children with disabilities regarding appropriate programming and/or follow up services and assures appropriate reporting to parents;
- Engages in ongoing professional development and attends meetings to stay current with special education requirements and best practices;
- Implements and enforces all policies and regulations;
- Acts as a liaison between case managers, paraprofessionals, and school administration;
- Provides good public relations and customer service to families, MDE and the general public in representing the district;
- Oversight and management of all special education paraprofessional staff
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles and practices of a special education administrator;
- Comprehensive knowledge of special education laws, rules, regulations, and procedures;
- Thorough knowledge of leadership and management principles;
- Ability to assist in hiring and supervising staff effectively;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to deal with and resolve difficult problems independently;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to process and use complicated data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to present to small groups and large groups;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software;
- Comprehensive knowledge of the principles and practices of a Special Education Teacher.

EDUCATION AND EXPERIENCE

- Bachelor's degree required, masters degree preferred;
- Considerable experience in a job-related field;
- Embedded training, support and mentoring available.

LICENSES, CERTIFICATES AND REGISTRATION

- Minnesota licensure as special education teacher from the Minnesota Department of Education;
- Administrative License Preferred, not required.

SUPERVISION

- Work is performed under general direction of the Director of Special Education

WORKING CONDITIONS (Physical/ sensory requirements and environmental conditions)

- General office work with travel throughout the school building to support staff in real time
- Work may occasionally require long hours including early morning and evening;
- Physical demands: able to stand for long periods of time, ability to lift up to 50#

Position Information:

- Salary Range: \$75k-\$85k per year
- Duty Days: Modified year round, 225 duty days per year
- Time Off: 11 paid holidays, 15 days of PTO, and 12 days sick time to accrue
- Benefits eligible
- Start Date: July 1st, 2025

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>