



Job Title: Assistant Director of ESS

Department: Exceptional Student Services

Reports To: Director of Exceptional Student Services

Starting Salary: \$70,000 - \$75,000 commensurate with experience

Position Overview

EDUPRIZE is the original charter school in Arizona, the only six-time awarded A+ charter school, and fully accredited with Cognia. We are committed to excellence at EDUPRIZE by working in partnership with families to foster a personalized learning environment where all students are known, valued, and thrive. EDUPRIZE looks for employees who have a strong commitment to our mission and values, and a passion for promoting quality education.

The Assistant Director of ESS oversees the implementation of special education services at the campus level, ensuring compliance with federal, state, and district requirements while supporting strong student outcomes. This role partners with district and campus level leadership, teachers, related service providers, and families to deliver high-quality, individualized services in the least restrictive environment (LRE).

The assistant director provides leadership in program implementation, compliance, instructional support, and staff development while serving as a key liaison between the campus and the Exceptional Student Services department.

Key Responsibilities

- Program Management & Compliance
- Oversee daily special education operations on campus
- Ensure compliance with IDEA, state regulations, and district policies
- Monitor IEP implementation, including service minutes, accommodations, and timelines
- Maintain accurate and timely documentation and records
- Participate in audits and ensure readiness for compliance reviews
- Serve as the district representative in special education meetings as needed

Instructional & Student Support

- Collaborate with staff to implement effective, standards-aligned instruction for students with disabilities
- Support development and delivery of specially designed instruction, accommodations, and interventions
- Assist with placement, scheduling, and access to the general education curriculum in the LRE
- Guide progress monitoring and data-based instructional decisions
- Promote inclusive practices and evidence-based strategies



Behavioral Support

- Support development and implementation of behavior intervention plans and supports
- Collaborate with campus teams to address barriers to student engagement and learning

Data & Program Monitoring

- Monitor caseloads, service delivery, and student progress
- Use data to identify needs and inform program improvements
- Assist with reports related to student outcomes and program effectiveness

Coaching & Collaboration

- Provide coaching and support to special education staff, paraprofessionals, and general education teachers
- Partner with campus leadership and multidisciplinary teams to address student and program needs
- Support staff in meeting preparation and family communication
- Foster positive relationships with students, families, and staff
- Participate in professional learning and staff development

Qualifications

- Bachelor's degree required; Master's degree in Special Education or related field preferred
- Valid Special Education certification
- 5-7 years of experience in special education
- 1-3 years of experience in a leadership or supervisory role
- Strong knowledge of special education law, compliance, and instructional practices
- Excellent organizational, communication, and leadership skills