



**Rowe Elementary School**  
 1424 N Cleaver St  
 Chicago, IL 60642  
 (312) 445-5870  
[roweelementaryschool.org](http://roweelementaryschool.org)

**Rowe Middle School**  
 1420 W Augusta Blvd  
 Chicago, IL 60642  
 (773) 799-2730  
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## **Director of Special Education- Rowe Elementary/Middle School (K-8)**

**School Description:** Rowe Elementary School, operated by Northwestern University Settlement, prepares students to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming.

**Our Mission & Vision:** We best serve our students and our families by instilling in them the college mindset — holistically preparing them to successfully navigate the road to college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

**Job Description:** Rowe Elementary is looking for dedicated staff members to be a part of our Rowe family. Applicants will be selected based on alignment to our mission and vision, relevant experience, and demonstration of potential to yield excellent educational outcomes for scholars.

### **Our ideal candidate will demonstrate our core values...**

<b>We Put The <i><u>WE</u></i> In <i><u>WERk</u></i></b>	<b><i>Reflection in Action</i></b>	<b>pROWEfessional</b>	<b>Can't Stop Won't Stop</b>
Team <b>w</b> erk is a selfless commitment to collaboration among the Rowe family. Together, we <b>w</b> erk to seek solutions and we trust that our team's intentions are in the best interest of our scholars.	Our awareness of our strengths, biases, and areas of growth compels us to critically reflect and intentionally respond to continuously improve our practice in service of our Rowe family.	Our professional community is built on thoughtful communication and a solutions-oriented mindset. We strengthen the professionalism of our community by holding ourselves and our Rowe family to high expectations.	Our passion for disrupting generational poverty drives our collective responsibility as a Rowe family. We relentlessly leverage every resource to ensure the success of our scholars.

### **Credentials:**

- Hold a Bachelor's degree from an accredited institution in education, Master's degree preferred
- Hold a current Illinois Educator License; LBS1 endorsement required
- Minimum of 3-5 years teaching experience required, Special Education experience required

### **Position-Specific Qualifications:**

- A strong desire to become a better leader by joining our Rowe Elementary School Leadership Team
- Able to work collaboratively with colleagues including special education teachers, general education teachers, related service providers, the IEP team, the Leadership Team, and other support team staff
- Committed to building relationships with families in pursuit of providing the best education for Diverse Learners
- Experience with teaching and differentiating ELA and math curricula aligned to the Common Core Standards
- Experience with writing IEPs and facilitating in IEP meetings
- Experience developing and modifying long-term plans, units, and assessments using cross-curricular data
- Demonstrated success in raising the achievement levels of traditionally under-served students
- Experience with leading adults (i.e. coaching, grade level chair, member of a leadership team)

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- Collaborate with the case manager to monitor evaluation, annual IEP, and 504 compliances in grades K-8 to ensure that the IEP team completes final documents prior to due dates
- Facilitate 504 meetings and IEP meetings throughout the year
- Collaborate with the case manager to:
  - Open and complete documents on Impact (i.e. IEPs, notices of conference, referrals, etc.)
  - Review and finalize documents in Impact
  - Review and provide feedback for drafts of IEPs written by special education teachers
- Collaborate with clinicians to establish deadlines, create goals for scholars, and ensure scholars are receiving the supports listed on their IEPs- facilitate weekly meetings with the clinicians.
- Collaborate with the leadership team and all members of the special education team to ensure school-wide programs are inclusive of diverse learners and that all special education services listed in IEPs are met and followed
- Familiar with Federal and State law concerning IEPs

**Coaching**

- Coach a caseload of special education teachers and paraprofessionals
  - Complete observations
  - Provide feedback
  - Facilitate regular coaching meetings with each teacher/para on caseload
  - Review and offer feedback on lesson plans
  - Ensure teachers/paras are providing the accommodations and supports listed in IEPs/504 plans
  - Create and implement improvement plans for teachers/paras who need additional support
- Plan and facilitate PD sessions for the special education team and for the school on issues related to special education

**Other Leadership Responsibilities**

- Attend and contribute to MTSS team meetings
- Create schedules for special education teachers and paraprofessionals in order to meet the needs and minutes in the correct settings listed in scholar IEPs
- Support the SELC team and crisis response team- respond to escalations, support with de-escalations and reflections, collaborate with families and team members after escalations to review the incident
- Collaborate with testing coordinators to make special education testing schedules for school-wide assessments and to ensure scholars with IEPs/504s have their accommodations met during testing
- Participate in the hiring process:
  - Complete resume screens, phone interviews, demo lessons, and in-person interviews for Special Education team candidates
  - Support the hiring process for other positions
- In the event that a Special Education teacher leaves midyear, the Director of Special Education may be asked to fill in as a teacher to cover IEP minutes while searching for a replacement teacher.

**Compensation:** We offer a generous compensation package which includes base salary and comprehensive health benefits. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies.