



# LOUISIANA DEPARTMENT OF EDUCATION

## **Job Description: Superintendent of the Special School District**

The Louisiana Department of Education (LDOE) vision, *Louisiana Believes*, is built on the premise that Louisiana students are just as capable as any students in America, and that those closest to children – parents and teachers – are best positioned to help students achieve those expectations. The LDOE is seeking a dynamic leader to serve on the LDOE executive team and ensure the *Louisiana Believes* vision is reflected within the Special School District (SSD), a wing of the LDOE dedicating to serving students with low-incidence disabilities.

The SSD is an educational service agency administered by the Louisiana Department of Education (LDOE) that includes the Louisiana special schools and the special school programs. The SSD is available to all eligible students regardless of their place of residence within the state.

The Louisiana special schools are state-operated schools providing educational programs and services for residential and/or day students and include the Louisiana School for the Deaf, Louisiana School for the Visually-Impaired, and the Louisiana Special Education Center. The special schools are established to provide a free appropriate public education for children with low incidence disabilities who meet the admission criteria (i.e., deaf, blind, orthopedically impaired) for each such special school.

The special school programs provide educational services to students enrolled in state approved programs in non-traditional settings such as those provided by the Office of Citizens with Developmental Disabilities, the Office of Behavioral Health, the Office of Juvenile Justice, and the Department of Public Safety and Corrections.

The Superintendent of the SSD is appointed by the State Superintendent of Education, subject to confirmation by the Louisiana State Senate.

## **Responsibilities**

### *Educational Leadership*

- Facilitates a collaborative effort to review and refine the educational vision, mission, and beliefs of the SSD to focus on developing a statewide model of excellence in serving students who are deaf or hard of hearing, blind or visually impaired, or identified as having other low-incidence disabilities
- Develops an annual academic strategy for SSD schools and programs anchored in growth in student performance and college and/or career attainment for all students
- Provides students with opportunities and supports to build their independence and self-advocacy skills at school, in dormitories, and off-campus with community and work experiences

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- Administers the development, implementation, and annual assessment of educational programs consistent with state and federal requirements
- Develops systems of collaboration between SSD and other state agencies, and the wider field of experts both within and outside of Louisiana

## *Communication*

- Ensures that administrators and teachers communicate student progress and academic resources to parents
- Develops and makes public clear, user-friendly criteria that clearly describe the educational role each school plays, the rationale for a placement in SSD versus an LEA, and the role of the schools within the continuum of special education services
- Regularly informs LDE leadership and members of the Louisiana Board of Elementary and Secondary Education of the academic performance of the schools and programs

## *Staffing*

- Develops and implements a hiring and retaining plan that complies with applicable state and federal laws targeting the most qualified and competent teachers, administrators, and extracurricular personnel
- Fosters an environment that encourages continuous learning and improvement on the part of school staff
- Administers an educator evaluation program aligned to state requirements that supports teachers and school leaders in defining expectations for student learning and monitoring progress against those goals throughout the year

## *Financial Management*

- Develops a multi-year strategic budget to achieve agreed upon strategic goals
- Evaluates the budget forecast and the effectiveness of academic programs as the foundation of the annual planning and budget process

## *Operational and Facilities Management*

- Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment
- Makes administrative decisions necessary for the effective and efficient operations of the SSD facilities and property

## **Required Skills and Knowledge:**

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- Belief in the ability of all students to learn and reach their full potential
- Expertise in education of students or adults with low-incidence disabilities
- Extensive experience in managing systemic school-change processes, including articulating a clear and thoughtful vision and managing accountability for high academic standards, accessible and appropriate assessments, and improved graduation rates
- Ability to exercise independent judgment and communicate with a variety of personalities in a tactful and professional manner

## **Terms of Employment**

Length of contract and amount of salary will be determined by the State Superintendent of Education and will be commensurate with qualifications and experience.

## **Applicants**

Applicants should submit a resume, cover letter, and contact information for two references to [ldoejobs@la.gov](mailto:ldoejobs@la.gov) on May 16, 2018. Applications received before or after that date will not be accepted. Potential applicants with questions about the position may contact Bridget Devlin at 225.342.9763.

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Date

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