



# GIRLS ATHLETIC LEADERSHIP SCHOOLS DENVER

## Assistant Principal/Director of Exceptional Student Services

### **GALS Overview**

GALS is an all-girls+ (inclusive), public charter school serving 350 students in 6th-12th grades. GALS empowers students to succeed academically, lead confidently, live boldly, and thrive physically. GALS provides an innovative and necessary educational option that incorporates health and wellness education to optimize academic achievement, focusing on identity development. The school follows standards-based practices and classes incorporate an inquiry-based approach to learning, and integration of movement in academic programming.

### **About the Position**

The AP- Director of Exceptional Student Services ensures that GALS functions as a model inclusive community which unites to academically and emotionally support all students, including those who have IEPs, 504s, MLLs, and ALPs to thrive. This position is a member of the GALS leadership team.

### **Reports to:**

Head of School for Academics and Instruction / Executive Director

### **Responsibilities**

- Promotes the school mission and philosophy through the school community and the Denver community
- Drives the execution of all services for special education, multilingual learners, and 504s
- Coordinate and supports design and execution of all ALP and GT programming, manage/coach GT coordinator
- Managers/supports the MLL Coordinator as needed with all ELD and overlapping services
- Coordinates and manages service provision across all exceptional student service areas
- Recruit, hire, train, and evaluate talented special education academic and support staff in implementation of the school-wide strategic initiatives, including 504, MLL, and ALP coordinators
- Identifies student-specific overlapping service areas and coordinates cross-departmental collaboration

- Drive SST (Student Support Team) process and team to coordinate integration of supports for students into schools' MTSS model
- Partners with instructional leaders to design and execute school-wide MTSS model
- Maintains quality and compliance of exceptional student programming, including district, state, federal, and charter protocols
- Designs, drives, and monitors protocols and efficiencies for caseload management and stakeholder communication
- Oversees and manages IEP meeting processes for all students; coordinates with all stakeholders appropriately including partnership with community advocates and current and prospective families, supports and manages administrative assistant for scheduling
- Manages all inclusion team members, including school psychologists, learning specialists, paraprofessionals and special service providers
- Coach all ESS members for performance excellence and improvements
- Collaborate with academic lead/coaching team to support co-teaching teams and consults with general educators as needed
- Create and implement professional development for inclusion team members on a weekly basis when not in full team initiatives
- Ensure that progress monitoring and program delivery is consistent and fidelitous across providers and settings
- Point of contact for family or community advocate concerns, provide excellent customer service, problem solving, and support for family and community issues toward solutions
- Drives stakeholder communication for all areas of exceptional student services; enrollment events, transition meetings, audits, parent/district/state/charter inquiries
- Oversees accommodations provision including college board application submission and assistive technology acquisition for all mandates testing and progress monitoring
- Drives general education inclusive practices including design and coordination of PD for general educators and school-wide accommodations provision and quality assurance
- Design and maintain teacher facing HUB documents for easy access to information for students
- Holds caseload of students as needed when staff development and transition require support
- Participates on leadership and student support teams and attends MTSS as needed
- Participates in student and family recruitment and enrollment events, tours and meetings and serves as liaison to all families with exceptional student needs
- Member of the GALS Leadership Team to provide regular planning, problem-solving and communication to stakeholders including, but not limited to BoD requests, budgets, charter renewal, outreach partnerships, recruitment, enrollment, and retention activities when needed
- Maintain positive relationships with all stakeholders to ensure open and clear lines of communication to resolve conflicts and disputes as they may arise
- Performs other duties as assigned or requested by Heads of School or Executive Director

### **Qualifications and Competencies**

- Commitment to educational philosophy of GALS including gender focused learning, movement-based learning, individual student care, and academics
- Five or more years of teaching experience with students with disabilities
- Bachelor's and Master's degree in related fields
- Teacher License: Special Generalist (5-21) Endorsement
- CDE English Learner Professional Development Designation
- Experience with diverse staff, student, and community populations
- Excellent management and communication skills
- Team Orientation and people development experience and skills
- Excellent Organizational Skills
- Family-centered philosophy
- The ability to show resourcefulness, flexibility, and sense of humor
- Experience in restorative justice practices
- Conversational Spanish strongly preferred

### **Salary and Application Process**

Full Time exempt position, following our leadership pay scale and benefits, with starting pay based on years of relevant experience. Health care is 100% paid premium for employee, PTO, earned sick leave, EAP, and benefits with employee co-pay for dental, vision, STD/LTD. The salary scale for this position is: \$72,556.20 to \$91,297.03

Interested parties should please send a **resume** and **letter of interest** to [carol.bowar@galsdenver.org](mailto:carol.bowar@galsdenver.org). In your letter, please include:

1. How does the GALS Mission and Vision connect with your own school philosophy?
2. What led you into working with students with disabilities, and what keeps you in that field?
3. How have you been an advocate for inclusive practices in your professional work, including with exceptional students?

### **EOE Statement**

GALS is an equal opportunity employer. This means that GALS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.