



Director of Exceptional Children

Location: Longleaf School of the Arts, Raleigh, North Carolina

Job Type: Full-Time

About Longleaf School of the Arts:

Longleaf School of the Arts is a North Carolina public charter high school and the state's first charter high school with a focus on the fine arts. Our mission is to develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.

Job Summary

The Director of Exceptional Children (EC) oversees all aspects of the Exceptional Children's program and related services at Longleaf School of the Arts. This position ensures compliance with state and federal regulations, supports the implementation of student IEPs and 504 plans, supervises EC staff, and collaborates with general education teachers to ensure equitable access to curriculum and instruction for all students.

Primary Responsibilities

- Create and maintain IEPs; serve as EC teacher and/or Local Education Agency (LEA) representative during meetings.
- Coordinate the 504 program, including referrals, accommodations, and annual reviews.
- Lead a successful Curriculum Assistance model for EC students.
- Demonstrate strong knowledge and application of assistive technology tools in the classroom.
- Maintain a high level of understanding of state and federal special education laws and procedural safeguards.

- Provide individual and small-group instruction that adapts curriculum to diverse intellectual abilities and learning styles.
- Apply Bloom's Taxonomy and gradual release strategies to lesson design and instruction.
- Ensure instructional practices reflect current research and best practices in differentiated and inclusive education.
- Design lessons and assessments that promote critical thinking, inquiry, and evaluation.
- Utilize diagnostic and formative assessments to refine instruction and support student growth.
- Create opportunities for student autonomy, engagement, and self-directed learning.
- Collaborate with general education and EC teachers to implement IEPs and 504s effectively.
- Monitor compliance of IEPs and 504 plans in alignment with NCDPI policies.
- Maintain communication and compliance with the NCDPI EC Division; attend quarterly regional directors' meetings.
- Maintain accurate records and state reporting as required by NCDPI.
- Complete and manage the annual IDEA/PRC 611 grant application process.
- Participate actively in the Multi-Tiered System of Support (MTSS) team process.
- Manage referrals and evaluations in accordance with Child Find regulations.
- Lead and mentor EC staff, including teachers and related service providers.

Minimum Requirements

- Master's degree in Education or a related field.
- North Carolina Teacher License in Exceptional Children.
- Experience as a Director of Exceptional Children preferred.