



## SPECIAL EDUCATION ED SPECIALIST

AW Services, an established charter school management company since 2003 located in Kaysville, Utah, provides charter schools with comprehensive and targeted management services. We ensure professionally managed schools that meet the requirements of each school's charter, mission, programs, contracts, policies, and state and federal laws.

### Get to Know the Team and Our Culture:

Our culture and performance are centered around our values and guiding principles, which are:

- **Values** – What we use to guide our internal actions, interactions, and decision making at our company.
  - Integrity & Accountability:
    - We trust and are trustworthy. We are honest and ethical. We are transparent. We own our work.
  - Quality Relationships:
    - We communicate and collaborate to create open, transparent, and effective working relationships. We support and encourage each other. We build friendships and have fun together. We integrate new people. We relate with empathy and recognize people's humanity.
  - Continuous Improvement:
    - We engage in and support ongoing personal and professional learning, growth, and development. We work together to continuously improve our processes and capabilities to adapt to changing needs.
- **Principles** – What we use to guide our external, client-focused interactions, and decision making.
  - Integrity, Ownership and Commitment:
    - We build trust by operating legally, ethically, and honestly. We take full responsibility and ownership of our work. We provide a stable, reliable foundation for our clients.
  - Sound Relationships:
    - We communicate respectfully and transparently with clients. We collaborate with our clients in order to make their jobs easier and allow them to accomplish their missions. We operate with respect and empathy for our clients.
  - Quality and Efficiency:
    - We strive to meet or exceed our clients' expectations by providing high quality services in the most efficient manner we can.



### **What You Need to Be Considered:**

Qualified candidates will have a bachelor's degree in education or related field and have previous experience in education as a special education teacher and director. Previous experience with IEP's, manifestation determinations, FUBA BIP, and DLM required. Preference given for a graduate degree in education or related field.

A professional demeanor and exceptional communication skills are essential for this position. Candidates should be able to demonstrate sound judgment, effective problem-solving skills, and the ability to work through and advise others in complicated interpersonal and school-functional situations. Attention to detail, good time management, and organizational skills are a must. Candidates should be able to work well in a collaborative team environment while also working independently and with little supervision.

### **What You Will Get To Do:**

- Work closely with AW Services staff and charter school administrators, with duties both on-site at schools and at the AW Services office in Kaysville, UT.
- Consult with, mentor, and advise charter school administrators, special education teachers and teacher assistants, as needed to assist with the optimal functioning of their school.
- Support schools with grants, assessments, state and federal reporting requirements, accreditation, and audits, while staying current on charter school laws to serve as a resource for charter school administrators.
- Support and manage special education students and parents, as needed.
- Support schools with DLM setup and support, IEP's and eligibility, manifestation determinations, FUBA, BIP, etc.
- Collaborate with charter school administrators to assess needs related to teacher development, curriculum enhancement, school management, and board relationships.
- Attend and support charter school board meetings as needed.
- Attend USBE and SCSB meetings and effectively communicate relevant information to charter school administrators and AW Services staff.
- Provide support for programs in the school, as assigned.
- Function at a high-level using Microsoft applications.
- Perform other responsibilities as assigned.

### **Why You Will Love It Here!**

- **Position Type:**
  - Part-time, 20 hours per week
  - Business Casual Dress Code, including jeans
- **Compensation:**
  - The job offers a salary starting at \$45,000.00. This compensation package can be further adjusted based on the selected candidate's experience and qualifications.
  - Mileage reimbursement when traveling between clients
- **Your Future:**
  - 401(k) Program



- Professional Development Reimbursement
- **Work/Life Balance:**
  - Flexible Paid Time Off
  - Paid Holidays
- **Your Well-being:**
  - Employee Assistance Program and supplemental benefits to those who qualify
  - We support and encourage health and wellness. We provide free, onsite gym access
  - Committed to staff belonging
- **Training:**
  - Hands-On, Team-Customized, etc.

Interested and qualified candidates should email a resume to: [careers@academicwest.com](mailto:careers@academicwest.com).

AW Services is an Equal Opportunity Employer.