



JOB DESCRIPTION

JOB TITLE

District Special Education Manager

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Collaborates/Problem solves with: Special Education Director (PBEC), K-12 Special Education Coordinator (PBEC), School Psychologist, Director of Online Learning, and Director of Seat-Based Learning

Meeting Schedule: Weekly 1:1 meetings with Executive Director, weekly District Cabinet meetings, regular coordination meetings with Paul Bunyan Cooperative licensed special education Director and service providers, and monthly district-wide special education meetings co-hosted with PBEC

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

District-wide position supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The District Special Education Manager serves as the internal liaison and conduit between Paul Bunyan Cooperative (PBEC) and Crosslake Community School, while also bridging connections between the online and seat-based programs to break down silos and ensure seamless special education service delivery. This position maintains a direct service caseload while overseeing special education compliance, documentation accuracy, and procedural implementation across all stakeholders to create a unified approach to serving students with disabilities within our environmentally-focused learning community.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

For Students:

- Ensuring seamless special education services through effective liaison work that eliminates gaps between programs and providers
- Creating unified support systems that transcend program boundaries

For Staff & Community:

- Breaking down silos between PBEC, online, and seat-based teams through effective communication and coordination
- Facilitating knowledge sharing and collaborative problem-solving across all stakeholders

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Service and Caseload Management

- Maintain and manage a direct service caseload of students with IEPs as assigned by PBEC
- Provide direct special education services and interventions to assigned caseload students
- Implement IEP goals and objectives as developed by PBEC team
- Document student progress and communicate updates to PBEC coordinators
- Support transition coordination between programs and grade levels for caseload students

Special Education Compliance and Documentation Management

- Oversee accuracy and compliance of all special education documentation across both programs
- Monitor and ensure timely completion of IEP development, reviews, and amendments
- Supervise adherence to federal and state special education procedural requirements
- Review and approve special education evaluation reports and eligibility determinations
- Ensure proper implementation of IEP accommodations and modifications across programs
- Monitor compliance with transition planning requirements and timelines
- Oversee proper documentation of special education services and student progress
- Conduct quality assurance reviews of special education files and records

Liaison and Program Integration Functions

- Serve as primary internal liaison between PBEC and CCS, ensuring clear two-way communication
- Bridge connections between online and seat-based programs to eliminate service silos
- Translate PBEC expertise into district-specific implementation across both programs
- Coordinate unified approaches to special education challenges that span multiple programs
- Ensure consistent messaging and service delivery across all stakeholders
- Co-host monthly district-wide special education meetings with PBEC for all special education and related service provider staff

Cross-Program Coordination and Integration

- Facilitate seamless student transitions between online and seat-based programs
- Coordinate unified special education approaches that serve students across both programs
- Break down communication barriers between program teams to ensure consistent service delivery
- Share best practices and resources between online and seat-based special education teams
- Coordinate joint professional development opportunities that benefit both programs

- Bridge PBEC expertise with district's environmental education focus, helping adapt special education services to outdoor learning and sustainability contexts
- Serve as special education representative on district-level MnMTSS team
- Participate in school-level MnMTSS teams as needed to provide special education perspective
- Coordinate special education perspective and interventions within MnMTSS framework across both programs

Student Support and Intervention Coordination

- Serve as district contact point for families when directed by program directors
- Support family communication as coordinated through PBEC and program directors
- Assist with record transfers and documentation requests
- Coordinate Extended School Year (ESY) programming logistics as directed by PBEC
- Support community agency coordination as needed
- Facilitate and support interventions for students in the MnMTSS process across both programs
- Coordinate special education evaluations and referrals within MnMTSS framework
- Ensure seamless transition from general education interventions to special education services when appropriate

Administrative Support and Billing Coordination

- Coordinate IEP meeting scheduling and logistics with Administrative Assistants
- Support data collection and documentation as requested by PBEC
- Assist with state assessment coordination for special education students
- Maintain organized records and documentation systems
- Support Child Find referral coordination as directed by PBEC
- Ensure time and effort reporting is submitted timely and accurately for submission
- Ensure Medical Assistant billing is submitted timely and accurately for submission

Professional Development and Collaboration

- Participate in weekly 1:1 meetings with Executive Director for updates and guidance
- Attend weekly District Cabinet meetings to coordinate special education perspectives across programs
- Participate in regular coordination meetings with PBEC licensed service providers
- Facilitate coordination between district cabinet decisions and special education service delivery
- Attend district-level MnMTSS team meetings as special education representative
- Participate in school-level MnMTSS meetings as needed to provide special education perspective
- Co-host monthly district-wide special education meetings with PBEC for all special education and related service provider staff

- Support coordination of staff training as planned by PBEC
- Facilitate collaboration between district staff and PBEC specialists
- Maintain current knowledge of district programs to inform PBEC planning

PERFORMANCE INDICATORS

- Success in this role will be measured by:
- Improved communication and coordination between PBEC and district programs
- Reduced transition gaps and service interruptions between online and seat-based programs
- Effective integration of environmental education approaches within special education services
- Positive feedback from families, staff, and PBEC partners regarding coordination and communication
- Student progress on IEP goals within assigned caseload
- Successful oversight of special education compliance and documentation accuracy
- Successful facilitation of district-wide special education meetings and MnMTSS coordination
- Timely and accurate submission of time and effort reporting and Medical Assistant billing
- Effective oversight and quality assurance of special education documentation and compliance

This position demonstrates our core values through:

Respect: Supporting the dignity and unique needs of all students with disabilities through effective oversight, coordination, and direct service

Excellence: Maintaining high standards of compliance oversight, coordination, communication, and direct student service

Integrity: Facilitating transparent communication between all stakeholders while maintaining appropriate boundaries

Community: Building collaborative partnerships that transcend organizational boundaries, creating unified support systems for student success

REQUIRED QUALIFICATIONS

Education and Licensing

- Master's degree in Special Education or related field
- Current Minnesota Special Education teaching license required
- Ability to provide direct special education services

Experience

- Minimum 3 years of successful special education teaching experience with direct student service
- Experience with special education compliance oversight and documentation management
- Experience with IEP implementation and goal instruction
- Experience working collaboratively with external service providers

Knowledge/Skills

- Understanding of IDEA, Section 504, ADA, and Minnesota special education rules
- Experience with special education data collection and documentation
- Knowledge of evidence-based practices for students with disabilities and MnMTSS framework
- Understanding of multi-tiered intervention systems and data-driven decision making
- Excellent written and verbal communication skills
- Collaborative approach with ability to work effectively with diverse stakeholders
- Experience with billing procedures and documentation requirements

Personal Attributes

- Commitment to environmental education and community impact
- Strong advocacy skills for students with disabilities
- Ability to work independently while maintaining collaborative relationships
- Experience working within cooperative service delivery models
- Flexibility to adapt to PBEC guidance and recommendations

PREFERRED QUALIFICATIONS

- Experience with online/virtual special education service delivery
- Bilingual capabilities (Spanish preferred)
- Experience with assistive technology coordination
- Background in environmental education or outdoor learning adaptations for special education
- Experience with MnMTSS implementation and special education integration
- Background in data analysis and intervention coordination
- Experience working with charter schools or cooperative service models
- Previous experience working with Paul Bunyan Cooperative
- Experience with Medical Assistant billing systems and procedures

WORKING CONDITIONS

- Hybrid position with regular visits to both seat-based classrooms and virtual online program sessions
- Regular coordination with PBEC staff, program directors, and district support staff
- Travel to IEP meetings, training sessions, and cooperative meetings as needed
- Occasional evening meetings for IEPs or parent conferences
- May require lifting and positioning of students or equipment up to 25 pounds

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position (185 school calendar days + 120 summer hours)

Schedule: 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed for services

Position Type: Hybrid work environment supporting both on-site and online programs

Technology Requirements: Must maintain and regularly update Google Calendar as the school uses Google Workspace

Meeting Requirements: Must attend weekly 1:1 meetings with Executive Director, weekly District Cabinet meetings, regular coordination meetings with PBEC, district-level MnMTSS team meetings, and co-host monthly district-wide special education meetings with PBEC. School-level MnMTSS participation as needed.

Coverage Requirements: Must establish clear communication protocols with PBEC during any planned absences

Caseload Requirements: Must maintain direct service caseload as assigned by PBEC while fulfilling coordination duties

Billing Requirements: Must ensure timely and accurate submission of time and effort reporting and Medical Assistant billing documentation

Salary Range: \$_____ annually, depending on qualifications and experience

Benefits: Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

Board Approved Date: _____