



## DIRECTOR OF ELEMENTARY EDUCATION

**Location:** Madonna Ability Alliance | 7197 Pine St. | Omaha, NE 68106

**Reports to:** President

**Direct Reports:** Instructional Coaches

**Internal Peers Include:** Directors

**External Peers Include:** Partner School Principals, Related Services Providers, Catholic Schools Office

Madonna Ability Alliance (*formerly Madonna School & Community-Based Services*) is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, such as Intellectual and Developmental Disabilities and Autism, through innovative and best-practice programs. Through each program we seek to form, educate, and empower those we serve so they may achieve their full potential at school, home, work and within the community.

### **Madonna's programs include:**

- **Elementary Education** with on-site experts in inclusive education at our three partner schools – Holy Name, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** includes core and functional academics, pre-vocational instruction, community-based learning experiences, and many extra-curricular activities.
- **Transition Education** for young adults ages 18-21 where students develop the career and life skills necessary for success at home, work, and within the community.
- **Employment Services** for adults who are dedicated to maximizing their ability to achieve competitive employment and independence.
- **Project Search** for young adults & adults who exhibit readiness to achieve competitive employment.

### **Job Description:**

The Director of Elementary Education is responsible for leading the Inclusive Catholic Education program led by Madonna Ability Alliance in partnership with Holy Name, St. Pius/Leo, and St. Robert Bellarmine schools. The Director develops, executes, and adapts a comprehensive plan to advance Madonna's Elementary program, including identifying, onboarding, and supporting future partner schools. The Director builds a best practice framework of inclusion, including professional development and coaching for partner school staff; establishes and upholds all policies and procedures; and recruits, hires, develops, and supervises caring and professional instructional coaches who expertly help partner schools execute inclusive best practice. The Director manages all program administration and resources, including but not limited to learning resources, professional development resources, data resources, related services contracts, and community resources.

The Director of Elementary partners closely with Madonna's President to ensure the Elementary program is perfectly aligned with Madonna's mission, vision, and brand; works collaboratively with internal peers to build a positive and highly engaged culture that reflects Madonna's values; and builds strong relationships with partner schools, related services providers, community organizations, volunteers, and donors/supporters who work tirelessly to serve individuals with diverse abilities and their families.

### **Principal Duties & Responsibilities:**

- Partner closely with Madonna's President to ensure the Elementary program is perfectly aligned with Madonna's mission, vision, and brand.
- Collaborate with internal peers to build a positive and highly engaged culture that reflects Madonna's values and connects the Elementary program with all key Madonna resources.
- Build strong, professional relationships with all partner schools, Catholic Schools Office, public school districts, related services providers, community organizations, volunteers, and donors/supporters who work tirelessly to serve individuals with diverse abilities and their families.
- Develop, execute, and adapt a comprehensive plan to advance Madonna's Elementary program - with annual, mid-term, and long-term goals - including plans to identify, onboard, and continuously support future partner schools.
- Develop, execute, and adapt a best-practice framework of inclusion that ensure all students are served expertly in the least restrictive environment and make adequate progress toward their learning goals. This includes directly modeling inclusive best practice.
- Develop, execute, and adapt a best-practice framework of professional development for program staff and partner school staff that is tailored to adult learners and systematically builds inclusive best practice across each partner school.
- Direct and uphold all program policies and procedures, including but not limited to program handbooks, standard operating procedure manuals, individual student plans.
- Recruit, hire, onboard, professionally develop, and supervise caring and professional instructional coaches who expertly execute best practice, and support partner schools' principals in doing the same for their SPED staff who serve as case managers.
- Manage all program administration, including but not limited to student recruitment and admissions in partnership with partner school principals, all program documentation and reporting, and Madonna, Archdiocese of Omaha, and Nebraska Department of Education policies and procedures.
- Manage all program resources, including but not limited to program curriculum resources, data collection systems, adaptive/assistive resources, professional development resources, IT resources, related services contracts, community partnerships, and other program needs.
- Provide 10-12 hours per week of direct Instructional Coaching, modeling best practice for case managers, classroom teachers, and teacher assistants.

### **Knowledge, Skills, and Abilities:**

- Embrace the mission of Madonna Ability Alliance and the Catholic-Christian values it is founded on.
- Exhibit a passion for serving youth and adults with diverse abilities.
- Exhibit excellence in professional collaboration, building positive relationships with a wide range of stakeholders, creating a culture of professional respect, and managing conflicts directly and deftly.
- Exhibit significant knowledge of and experience executing professional development and coaching for school staff - administration, faculty, and support staff.
- Exhibit a mastery of inclusive best practices, including but not limited to Universal Design, High Leveraged Practices in Special Education, Multi-Tiered Systems of Support, Positive Behavioral Interventions & Supports, Response to Intervention, Adaptive Resources & Technologies.
- Exhibit the ability to take direction while also independently executing principal duties and responsibilities with minimal supervision.
- Be a self-starter, exhibiting eagerness to learn new skills and take on tasks at any level to achieve program goals.
- Exhibit strong strategic skills including the ability to set and achieve short-term, mid-term and long-term goals.

- Exhibit strong tactical skills including:
  - Be organized and goal-driven, exhibiting follow-through on tasks and achieving goals.
  - Exhibit attention to detail with strong interpersonal/communication skills.
  - Exhibit excellence in managing multiple projects at the same time, including the ability to prioritize and meet hard deadlines.
- Proficient in Microsoft Office to include Outlook, Excel, Word, PowerPoint.
- Proficient in EdMod IEP management software or similar program.

### **Education and Experience:**

- Advanced degree in Special Education with professional certifications/endorsements.
- 10 years minimum experience serving students with IDD and Autism in a school or related setting, including management/leadership experience.

### **Hours:**

- Full-Time from August 1-June 30. Most work hours take place at Madonna's partner schools and follow their schedule, while office space will also be available at Madonna's home campus.
- July hours and duties are required, on a flex schedule, determined annually in dialogue with Madonna's President.
- All leadership positions naturally require additional hours, with evenings/nights/weekends as needed.

### **Physical Demands & Sensory Abilities:**

- Ability to drive to multiple work settings across the community.
- Must possess a valid Driver's License.
- If selected the employee must have permanent use of an automobile that is properly insured.
- Ability to navigate, walk through and provide support in various work settings across the community.
- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel and grasp objects.
- Some crouching, stooping, kneeling, bending, and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 50-75 lbs., which could include lifting and turning clients.
- Physical, visual, and auditory acuity are required for this position.
- Background check and Safe Environment Certification required before beginning employment.

### **Work Environment:**

- Highly variable, occurring in the school, public, and work settings across the community, which requires an ability to quickly learn and adapt appropriately to each environment.
- Reasonable accommodation may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

### **Salary/Benefits:**

- Competitive salary, commensurate with experience and other qualifications.
- Full-time employees enjoy many paid benefits including full coverage of individual health care premiums, basic life insurance, and 403(b) plan participation after one year of service.

The above statements are intended to describe the general nature and level of work required for this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.