



ILLINOIS SPECIAL EDUCATION CHARTER SCHOOL COOPERATIVE (ISECC)

EXECUTIVE DIRECTOR OF SPECIAL EDUCATION

26-27 School Year

About ISECC:

The Illinois Special Education Charter Cooperative (ISECC) is a collaborative entity that provides special education services and oversight to its member schools. Unlike traditional cooperatives that operate within a single district or region, ISECC serves four independently operated, state-authorized charter schools that are not part of the same local education agency (LEA).

As such, the Executive Director of Special Education operates across multiple autonomous school organizations, each with its own leadership structure, while ensuring consistent compliance with federal and state special education requirements. This role requires the ability to align systems, practices, and reporting across schools with varying operational models, while maintaining centralized accountability for compliance, service delivery, and program quality.

Given this unique structure, the Executive Director is also responsible for ensuring that all member schools collectively meet Illinois State Board of Education (ISBE) accountability standards, reporting requirements, and compliance timelines, despite operating as independent entities. This position offers a unique opportunity to lead system-wide impact across multiple charter schools while shaping special education programming at scale.

Position Summary:

The Executive Director of Special Education is responsible for the strategic leadership, compliance, and operational oversight of special education programs across all ISECC member schools. This role ensures full alignment with IDEA, Illinois School Code (Article 14), and ISBE reporting and accountability systems, while driving high-quality instruction, equitable access, and fiscal responsibility. This role is critical in ensuring that students with disabilities across member schools receive high-quality, compliant, and equitable educational services. This role is ideal for a leader who thrives in complex, multi-school environments and is committed to building high-quality, compliant, and student-centered special education systems.

Core Responsibilities:

Leadership & Supervision:

- Oversee and evaluate all special education programming across member schools
- Shared supervision of special education staff, case managers, and contracted service providers with building principal
- Assist with the recruitment, hiring, onboarding, and retention of special education personnel and related service providers
- Provide ongoing coaching and performance feedback to school-based teams
- Facilitate collaboration between principals, instructional leaders, and special education staff

Compliance and Legal Accountability:

- Ensure full compliance with:
 - IDEA (Individuals with Disabilities Education Act)
 - Illinois School Code (Article 14)
 - ISBE regulations and guidance
- Oversee accuracy and completion of:
 - IEPs, eligibility documentation, and procedural safeguards

- Ensure adherence to all ISBE reporting timelines and mandates, including:
 - I-Star Plus submissions
 - Student Information System (SIS) data
 - IDEA grant reporting
 - SPP (State Performance Plan) indicators
 - Medicaid Billing
- Monitor and respond to:
 - ISBE complaints
 - Due process hearings
 - Corrective action plans and noncompliance findings
- Assist with preparation for ISBE monitoring, audits, and site visits

Data Systems and Reporting Accountability:

- Oversee accuracy, integrity, and timely submission of all special education data systems, including:
 - I-Star Plus
 - SIS (Student Information System)
 - IWAS (ISBE Web Application Security system)
 - Medicaid
- Monitor key compliance indicators:
 - SPP Indicators (4, 8–14)
 - Child Count
 - Service delivery compliance
- Analyze data to:
 - Identify trends and gaps
 - Drive program improvement
 - Ensure equitable outcomes
 - Identify staffing needs across member schools

Program Development and Instructional Oversight:

- Lead development and continuous improvement of:
 - Co-taught and self-contained programming
 - Inclusive practices and LRE alignment
- Conduct classroom walkthroughs to monitor instructional quality
- Ensure fidelity of curriculum implementation
- Provide professional development aligned to:
 - Special education best practices
 - Compliance requirements
 - Instructional strategies

Financial Oversight and Resource Management:

- Develop and manage the ISECC budget in alignment with the Joint Agreement
- Oversee:
 - IDEA grant funding and expenditures
 - Reimbursement processes (transportation, excess cost, etc.)
- Ensure financial compliance with federal and state funding requirements
- Identify cost efficiencies across member schools

ISBE Calendar and Operational Execution:

- Maintain and execute a comprehensive annual compliance calendar aligned to ISBE deadlines
- Ensure timely and accurate completion of all required state and federal reporting, data submissions, and grant-related activities
- Oversee professional development, systems and processes that ensure compliance across all member schools
- Monitor progress toward key compliance milestones and proactively address risks or delays

Board Governance and Stakeholder Communication:

- Report directly to the ISECC Executive Board
- Prepare and present:
 - Board reports
 - Compliance updates
 - Program outcomes and data trends
- Develop board agendas and facilitate meetings
- Serve as liaison between:
 - Member schools
 - ISBE
 - Community partners

Family and Community Engagement:

- Ensure clear, consistent, and legally compliant communication with families regarding:
 - IEP processes
 - Student services
- Coordinate with external agencies and service providers
- Support dispute resolution, mediation, and due process prevention strategies

Collaboration with School Leadership:

- Partner with principals to:
 - Ensure compliance and instructional alignment
 - Address student needs and staffing
- Lead regular check-ins and strategy sessions
- Support integration of MTSS frameworks across member schools

Qualifications:

- Professional Educator License (PEL) with Director of Special Education endorsement (Required)
- Minimum of 2–5 years in special education leadership (Preferred)
- Deep knowledge of:
 - IDEA
 - ISBE systems and reporting
 - Special education compliance and programming

Expectations:

- Reports directly to the ISECC Executive Board
- Maintain regular office hours at ISECC member schools
- Demonstrates strong leadership, communication, and problem-solving skills
- Ability to manage complex systems across multiple organizations

Key Performance Indicators

- 100% on-time ISBE submissions
- 100% IEP compliance rate
- Reduction in compliance findings year-over-year
- Accurate and timely data reporting across all systems
- Improved student outcomes (LRE, graduation rates, etc.)

ISECC is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation and evaluate all candidates based on merit.