

Position Title: **IEP Implementation Specialist**

Job Type: Full time salaried position

Job Description:

Inspired by the mission and strategic vision of CAST, the **IEP Implementation Specialist** plays a key role on CAST's Professional Learning Team and supports the application of Universal Design for Learning (UDL) in the field of education specifically as it relates to assisting teams in re-designing their IEP process and improving services to students with disabilities using UDL. As part of the Professional Learning Team, the Implementation Specialist co-designs and delivers CAST's professional learning opportunities and supports the iterative process of designing, piloting, and evaluating the IEP process and unique learning opportunities so that *all* learners (students as well as educators) can become expert learners.

Responsibilities:

Training and Implementation:

In conjunction with the Professional Learning Team, the Implementation Specialist will:

- Collaboratively design, pilot, and evaluate innovative professional learning opportunities for educators, including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual trainings, and school site visits.
- Coordinate, facilitate, and structure work with IEP Improvement teams in Massachusetts to ensure that they define and meet their goals and are provided necessary supports to do so;
- Support teams to develop and use systems for reflection, including examination systems, IEPs, student work, artifacts, and analysis of video data to measure progress in the improvement of the IEP process and services to students with disabilities;
- Collaborate with CAST's Director of Research and Curriculum to create and maintain a research-to-practice loop;
- Design, pilot, and evaluate innovative professional learning materials (at the resource, activity, and workshop level).
- Support up to four teams in New Hampshire to learn about and implement UDL and to develop/use systems for reflection, including examination of student work, analysis of data from class observations, and analysis of classroom video to measure progress in the application of UDL their practice;
- Other responsibilities as need to collaboratively support the work of CAST's Professional Learning Department.

Other Responsibilities:

In conjunction with the rest of the Professional Learning Team:

- Collaboratively design and disseminate CAST free resources and webinars;

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- Identify needs in the field and design/create resources to meet those needs (e.g. Skinny Books or webinars on specific topics intersections with UDL);
- Collaboratively vision, plan, execute, and evaluate the annual UDL symposium;
- Other responsibilities as needed to collaboratively support the work of CAST's Professional Learning team.

Qualifications:

- Master's in Education or related field;
- 10 or more years' K-12 teaching/coaching/administrative experience;
- Experience working with adult learners and implementation; familiarity with best practices in training and/or coaching adults.

Skills:

- Ability to work collaboratively as a member of a team;
- Strong pedagogical and coaching abilities;
- Competency in use of platforms such as Google Drive, PPT and MS Word, including their accessibility features;
- Superior communication skills including listening, demonstrating respect for differing opinions, clarity of expression.
- Organized and self-starting.

Knowledge:

- Understanding of or willingness to learn the core concepts and basic neuroscience of Universal Design for Learning;
- Ability to learn and understand the relationship of UDL to teachers', schools', and districts' current curriculum and instructional practices;
- A deep understanding of Massachusetts IEP processes.
- A understanding of equity in Education specifically as it relates to special education.

Other:

- Residence in Massachusetts preferred.
- Must be willing/able to travel frequently to schools in Massachusetts and New Hampshire (as COVID safety precautions allow).

CAST is an Equal Opportunity Employer.

Contact:

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