

Leadership Position Announcements

Academic Dean of Exceptional Education

Job Description:

The Academic Dean of Exceptional Education will be responsible for ensuring that students with special needs and learning/behavior differences receive appropriate accommodations and/or modifications at school. This includes the monitoring of classroom instruction, management of internal and external assessment data, and management of STEM's daily schedule and structure as they relate to students with exceptionalities. The Academic Dean of Exceptional Education is also responsible for development and oversight of instructional faculty within the Exceptional Education Department including Exceptional Education Teachers, Student Support Specialists, and Paraprofessionals. The Academic Dean of Exceptional Education reports to the School Director and works closely with the Director of Curriculum and Assessment and the Executive Director in order to achieve ambitious outcomes.

About Us:

Our Mission: STEM Preparatory Academy is a growing network of open enrollment public schools, operating STEM Prep Middle (5-8), STEM Prep High (9-12), and the Nashville Newcomer Academy, serving a total of almost 1,000 students in the region. STEM Prep is dedicated to delivering a rigorous, inquiry-based education with a strategic focus on science, technology, engineering and mathematics. By cultivating a community of learning and academic excellence, STEM Prep will bolster the number of underrepresented students who graduate from the most competitive postsecondary programs and universities in the country and lead the discoveries and innovations of the future.

Since opening its doors in July 2011, STEM Prep Academy has been honored with numerous awards for outstanding student and teacher performance, including: **Nashville Public Education Foundation's Inspiring Innovator Award, 2015 Community Advocate of the Year, 2014 Middle School Teacher of the Year, 2013 Innovative School of the Year, and 2012 Tech Educator of the Year.**

Who We Serve

STEM Prep serves a unique, highly diverse population in South Nashville, achieving among the greatest academic results in the nation through use of a novel academic model, and is doing so with unmatched efficiency. *Together*, we can advance this impact.

STEM Prep serves the largest percentage of Hispanic and Latino students in the state and nearly half of the highest-poverty neighborhoods in Nashville. Roughly 80% of STEM Prep students have been classified as English Learners during their academic career.



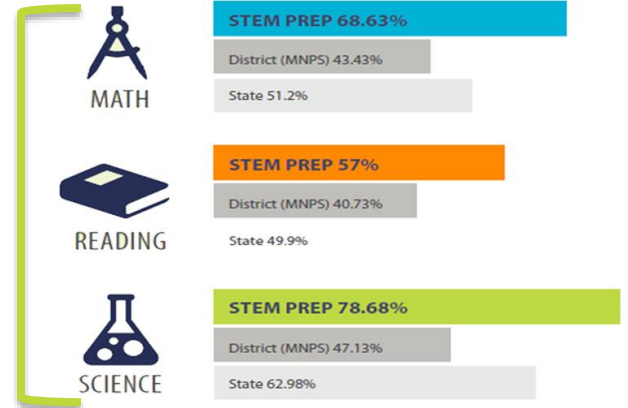
“[STEM Prep is] one of the most diverse schools you’re going to see in Davidson County with achievement at the very highest levels.”

– Karl Dean, The Sixth Mayor of the Metropolitan Government of Nashville and Davidson County

Our Results

STEM Prep is among the highest performing public middle schools in Tennessee. Since our inception, students have outperformed their peers in both the district and state in every subject area, and STEM has been recognized as a **Reward School** by the state of Tennessee for performing in the top 5% of schools in the state for progress and growth. STEM Prep has been rated an **Excelling School** by Metro Nashville Public Schools.

STEM Prep's *Impact: The First Five Years* can be viewed [here](#).



See Us in Action

We invite prospective applicants to view a sample of our videos for a deeper dive into life at STEM Prep:

- [“Nashville Public Education Foundation Hall of Fame: Inspiring Innovator Award”](#)
- [“Mayor Dean Congratulates STEM Prep”](#)
- [“For Our STEM Prep Teachers”](#)
- [“First Day Our Doors Open”](#)
- [“Student Rodney Shares STEM Prep’s Math Performance Data”](#)
- [“Secret Ingredient”](#)
- [“Innovation at STEM Prep”](#)

In the News

We love sharing the stories of our students and teachers. Click the photos below to see our most recent news coverage.



Responsibilities

- Manage the review of special education needs of incoming students as indicated on the family questionnaire responses.
- Coordinate with feeder schools to receive IEPs and 504s of all incoming students.
- Manage pull-out services for students on an as-needed basis.
- Follow all Federal and District guidelines concerning the development and implementation of IEPs and 504s.
- Manage necessary testing for evaluation process.
- Ensure compliance with all Federal and District SPED regulations regarding parental consent.
- Coordinate with Special Education faculty, the Academic Dean, and grade-level teachers regarding any pre-referral meetings.
- Ensure that all general education teachers know and understand classroom accommodations for the special needs students they serve.
- Coordinate with the school leadership team and grade level teachers to monitor implementation of appropriate accommodations for students during instruction.
- Serve as the executive-level point of contact for parents of students with special needs.
- Create and coordinate a master schedule for annual IEP meetings.
- Work closely with the school leadership team in developing the master student schedule.
- Coordinate the interviewing of special education and related service professionals.
- Conduct annual or biannual formative and summative evaluation of the special education program.
- Create and maintain a system for monitoring and compliance, ensuring that all federal and state rules and policies are followed.
- Serve as the point of contact in matters involving special education due process.
- Work closely with the school leadership team to create the internal assessment system of STEM Prep.
- Work closely with the school leadership team to compile and analyze data on internal assessments and make appropriate curricular decisions based on student information.

Characteristics and Qualifications:

- Bachelor's degree required, advanced degree preferred
- A commitment to STEM Preparatory Academy and its values; an understanding of STEM Preparatory Academy's mission and unwavering commitment to fulfill it
- A self-started interested in working in a fast-paced, startup environment that requires flexible roles
- A high level of personal integrity and professionalism
- An unwavering commitment to high academic achievement and high expectations of all students
- A capacity to motivate and lead instructional staff in order to yield the highest academic performance possible from all students.
- A team-oriented approach and the ability to effectively set and communicate goals for the team.
- Ability to give constructive feedback to facilitate student growth and academic achievement.
- Openness to receive feedback on issues that will facilitate growth and achievement of both students and faculty.
- Experience teaching in urban environments. A minimum of three years teaching experience required.
- Evidence of advancing student achievement on state assessments required.
- Experience in serving English Language Learners preferred.
- Experience in instructional coaching and management of high performing teams required.
- Experience in designing and implementing teacher professional development.

To apply: Please complete application at www.stemprepacademy.org/application. Include resume, cover letter, copy of teaching certification/license, and example lesson plan.

Compensation: Compensation and benefits packages are highly competitive and exceed limits of local public school districts.

Talent Selection Process:

1. **Application Screening:** The initial stage is the screening of an application to determine if it meets the minimum requirements described in the position announcement. The quality of the applicant's materials will determine his or her application status.
2. **Behavioral Phone Interview and Lesson Submission:** After the application screening, candidates will be invited to participate in a phone interview and to submit a sample lesson plan and video of their classroom and instruction. During the phone interview, candidates will be asked in greater detail about their experiences and qualifications, as well as asked to demonstrate their fit with STEM Prep's mission and core values. If an applicant is not currently teaching and cannot provide a video of their instruction, the candidate will be asked to participate in a short practice and demonstration via conference call.
3. **On-Site Lesson Demonstration and Interview:** Excellent candidates who have successfully completed the behavioral interview will be invited to participate in the final technical interview round. During this stage, candidates will visit campus and will be asked to demonstrate a particular skill or practice relative to the position for which they're applying (e.g. teaching a sample lesson, leading a professional development activity, etc.). Additionally, the candidate will respond to a series of case studies and will be asked to provide technical, research-based discussions on issues of classroom practice and leadership.

STEM Preparatory Academy does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities. STEM Prep does not discriminate in its hiring or employment practices.