**Salary:**

Salary commensurate with experience and training.

**To Apply:**

<https://www.applitrack.com/cybersummit/onlineapp>/

**Deadline for Applications:**

April 5, 2023

Kids First/TOPS Program Administrator

**Start Date:** July 2023

**Qualifications and Possible Job Duties Include:**

* Knowledge of special education law, legalities pertaining to student IEP’s, services and placement and resources/standards/related services/assessment to assist the child/family
* Experience working with and advocating for autistic students and/or those with behavioral disorders and as well as their families
* Philosophically committed and knowledgably dedicated to positive, restorative behavior management for students
* Shows understanding of the social and emotional needs of both students and staff
* Accredited in the OTES process for evaluation of certificated staff
* Demonstrates a priority for building relationships with staff, students, families and the client school districts as well as the ESC
* Displays responsive, timely communication skills and strategies to keep parents, staff, districts and ESC colleagues informed of program happenings and pertinent information
* Leads and operates the school by providing a supportive, accountable structure, building a cohesive/focused/positive culture and a proactive approach to problem-solving, decision-making and conflict resolution
* Demonstrates a hands-on, outgoing, friendly and calm demeanor enhanced by a sense of humor, compassion for others and a humble demeanor

Required: Administrative License

Preferred: Experience as a school leader as well as a teacher of special needs students.