



Bishop Chatard High School

Director of Academic Support (SPED)

Bishop Chatard High School | Archdiocese of Indianapolis

Position Summary:

The Director of Academic Support provides leadership, oversight, and vision for all Special Education and Academic Support services by identifying, planning for, and instructing students with documented learning differences. The Director of Academic Support establishes and supports education plans for students that take into account physical, academic, medical, emotional, and language needs. This role is responsible for ensuring compliance with state, federal, and Archdiocesan policies, promoting inclusive practices, and supporting student success through program development, staff supervision, and collaboration across departments and with external partners.

Key Responsibilities

Academic Support & Instruction

- Implement and maintain Special Education services through writing education and medical accommodation plans, and facilitating case conferences.
- Manage and implement temporary medical accommodations for Bishop Chatard students.
- Consult with teachers, administrators, and professionals on continual updates to best practices for meeting individual student needs, including accessible technology.
- Coordinate the Bishop Chatard note taking system for students and teachers.
- Ensure that support services are delivered effectively and consistently.
- Support the Vice Principal of Academics in planning professional development initiatives to strengthen communication, instructional quality, and inclusive practices.

- Coordinate and administer accommodations for Bishop Chatard assessments, as well as local, state, and national standardized tests (PSAT, SAT, AP, ACT).
- Manage, in collaboration with the Academic Support Team, the curriculum and instruction of the LA/Math Lab and Essential Skills courses.
- Manage the Bishop Chatard Testing Center.

Student Support & Advocacy

- Advocate for the inclusion and support of students with disabilities and other learning challenges.
- Provide direct and/or immediate academic or emotional guidance to students.
- Foster a culture of respect, interest, and enthusiasm within the Academic Support department.
- Communicate openly and effectively with students, families, staff, and administration.
- Collaborate with the guidance department to promote the academic and personal success of students with special education needs.

Program Management & Compliance

- Ensure all Special Education programs conform to applicable Archdiocesan, state, and federal guidelines.
- Write and maintain all Bishop Chatard education plans and upload them to the Bishop Chatard Faculty Hangout.
- Recruit, hire, train, and supervise special education staff.
- Work with the Vice Principal of Academics to ensure compliance reporting and accurate data submission.
- Manage fiscal resources, including LEA funds and special education grants; prepare budgets and monitor expenditures and maintenance of effort to secure required services.
- Coordinate with outside agencies to ensure appropriate student and staff services.

- Collaborate with other schools, North Deanery partners, and support agencies when necessary.
- Coordinate with teachers and guidance to complete testing referrals with IPS (Indianapolis Public Schools).
- Maintain state-mandated documentation in collaboration with IPS.
- Stay current on new policies, instructional techniques, and legal requirements affecting Special Education.

Leadership & Governance

- Oversee the operations and strategic direction of the Special Education department.
- Promote the philosophy and vision of Academic Support in alignment with the Archdiocese of Indianapolis.
- Administer all relevant policies, rules, and regulations as required by the Archdiocese, state, and federal law.
- Meet regularly with the Principal, Vice Principals, and fellow Directors.
- Perform all duties of a department chair.
- Represent the school in communications with local, state, and federal agencies regarding Special Education services.

Student Life & Extracurricular Involvement

- Partner with the Assistant Principal for Student Life to ensure equitable access to extracurricular programs.
- Assist the Dean of Students in managing discipline for students receiving Special Education services.

Athletic Integration

- Collaborate with the Athletic Department to provide inclusive athletic opportunities for students with disabilities.
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Qualifications

- Valid Indiana teaching license with certification in Special Education; administrative licensure preferred.
 - Minimum of 5 years of experience in Special Education, with leadership experience strongly preferred.
 - Deep knowledge of IDEA, Section 504, and other relevant laws and compliance requirements.
 - Proven ability to lead, supervise, and support instructional and support staff.
 - Strong organizational, communication, and collaboration skills.
 - Commitment to Catholic education and the mission of Bishop Chatard High School.
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Reports To:

Principal

Employee Name: _____

Employee Signature: _____

Date: _____