

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226 Phone (360) 758-4300 LNS HR (360) 758-4349

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Director of Special Education

OPEN: April 20, 2026

EXEMPT: Yes

SALARY: Education LNS Salary Scale

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: 12 Month (School Year Contract)

CLOSES: Until Filled; First Review May 1

JOB CODE:

DIVISION: Education

DEPARTMENT: LNS

SUPERVISOR: Lead Principal

VACANCIES: 1

JOB SUMMARY: Under the direction of the Lead Principal, the Director of Special Education provides leadership and administrative oversight for the K–12 special education program. The Director is responsible for the development, implementation, monitoring, and evaluation of special education programs and services to ensure that students with disabilities receive appropriate educational support in accordance with federal, state, and local regulations. The Director ensures compliance with applicable laws and policies, promotes best practices in inclusive education, and works collaboratively with staff, families, and community partners to support student success.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other job-related duties as assigned.

1. Oversee the K–12 special education program, ensuring compliance with federal, state, and local regulations.
2. Collaborate with the LNS administrative team to develop and implement program goals, objectives, and strategies.
3. Supervise, support, and evaluate special education staff, including teachers, aides, and specialists.
4. Facilitate the recruitment, hiring, and onboarding of special education personnel as needed.
5. Monitor and evaluate the effectiveness of special education programs and services.
6. Ensure Individualized Education Programs (IEPs) are developed, implemented, and reviewed according to legal requirements.
7. Support teachers in designing and delivering differentiated instruction to meet students' individual needs.
8. Provide guidance and training on best practices in inclusive education and behavioral interventions.
9. Collaborate with general education staff to ensure successful integration of students with disabilities.
10. Analyze student performance data to inform program improvements and instructional strategies.
11. Lead professional development initiatives focused on special education laws, procedures, and instructional methods.
12. Serve as the primary liaison with parents, guardians, and families regarding special education services and support.
13. Address and resolve concerns or complaints related to special education programs or compliance issues.
14. Ensure proper documentation of services, progress, and compliance records for all students receiving special education.
15. Oversee the coordination of related services, including speech, occupational therapy, and counseling.
16. Manage program budgets, resources, and materials to support effective service delivery.
17. Collaborate with district administrators and community agencies to support students' academic and social-emotional needs.

18. Monitor the implementation of behavior intervention plans and positive behavior supports.
19. Review and update policies and procedures to maintain alignment with current laws and best practices.
20. Support transitions for students across grade levels, programs, and post-secondary opportunities.
21. Promote a culture of collaboration, inclusion, and high expectations for all students.
22. Facilitate regular meetings with staff, parents, and stakeholders to review student progress and program effectiveness.
23. Ensure timely reporting to district leadership on program performance and compliance matters.
24. Serve as a resource for problem-solving and strategic planning related to special education services.
25. Stay current with research, trends, and legislation in special education to guide program improvement.

MINIMUM QUALIFICATIONS:

- Master's in Education, Human Services or equivalent.
- WA State program administrator credentials; *preferred*
- Washington State Teaching Certificate for grades K-12 or willing to obtain in the first 90 days of employment.
- Washington State Special Education Endorsement or willing to obtain in the first 90 days of employment.
- 5 years of experience as a program director; supervising and coordinating education services.
- 3 years of experience in special education; *preferred*
- 5 years' experience working with high-risk youth and families in supplying community support services/referrals, *preferred*

KNOWLEDGE, ABILITIES, AND SKILLS:

- Strong leadership and supervisory experience, including managing large, diverse teams of certificated and classified staff.
- Effective strategic planning, program development, and implementation skills to improve student achievement.
- Knowledge of state and federal compliance requirements and ability to ensure program and staff adherence.
- Knowledge in evaluating programs and staff performance using appropriate assessment tools.
- Strong interpersonal, organizational, and personnel management skills to maintain effective departmental relations.
- Excellent verbal and written communication skills, with the ability to summarize complex information clearly.
- Ability to build partnerships with staff, parents, community organizations, and other stakeholders.
- Experience using data to guide decision-making, prepare reports, and inform program improvement.
- Skilled in problem-solving and applying creative solutions to complex challenges.
- Familiarity with a variety of educational models, instructional practices, and curriculum development.
- Commitment to integrating technology to enhance educational programs and operational efficiency.
- Ability to manage multiple projects and priorities effectively while meeting deadlines.
- Deep understanding of and commitment to serving Native American students and families.
- Ability to foster culturally inclusive and equitable learning environments.
- Strong personal drive, passion for education, and dedication to student success.
- Ability to adhere to strict attendance expectations of the Lummi Nation School.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS check with Washington State Patrol and the Federal Bureau of Investigation Fingerprint Clearance.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

- Previous work experience with school students and teachers.
- Have or be willing to obtain a first aid certificate and CPR certificate
- Must provide official grade transcripts.
- Must provide a copy of certificates.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (Administrators Contract).
- Salary depends on qualifications.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.