

Overview

North Metro Flex Academy is seeking proposals from qualified Autism Spectrum Specialists to provide special education services for students with disabilities and/or those in initial evaluations. The role of the Autism Spectrum Specialist is to further our school's mission to provide a high-quality education that produces students capable of exemplary levels of critical thinking and achievement. The position involves working collaboratively within the Special Education Department and the broader NMFA community to support student development by facilitating the identification, accommodation, and instruction of special education needs.



North Metro Flex Academy is a public charter school that serves grades Kindergarten-8th grade. Our community is committed to producing students capable of exemplary levels of critical thinking and achievement. In our school, we use exceptional curriculum, tools, and teaching to maximize student success in life. Our vision is to prepare a diverse community of elementary and middle school students to be successful in high school, post-secondary and in their chosen vocation through a flexible learning experience that develops analytical, compassionate, disciplined and self-directed learners.

Scope of Work

The selected vendor will be responsible for providing Autism Spectrum services. The scope of work includes, but is not limited to:

- Provide high-quality direct and indirect instructional services to students.
- Conduct assessments, analyze results, and write reports to determine strengths and concerns in voice, fluency, pragmatics, language, and oral motor skills.
- Develop IEP goals and objectives that are strengths-based and student- and family-centered to support overall educational improvement.
- Ensure evaluations and service delivery are aligned with school, state, and federal guidelines.
- Assist guides in observing, describing, and referring suspected and identified speech and language delays/disorders.
- Consult with guides to develop and implement the curriculum modifications and appropriate classroom strategies.
- Ensure students' skills are generalized across settings by collaborating with guides and related service providers.
- Track and report on progress in a timely manner.
- Manage a service log and document services for MA billing.
- Collaborate with the Special Education team to ensure the school's mission, philosophy, and procedures are embedded in services.
- Maintain an inventory of materials, assessments, and supplies.
- Keep abreast of best practices in Autism.
- Engage parents and families in their students' learning.

Submission Deadline

Proposals must be submitted by **June 12th, 2026 at 4:00pm**. Late submissions will not be considered. All proposals should be submitted electronically to info@nmfamn.org

For questions or additional information, please contact the email above.