

Overview

North Metro Flex Academy is seeking proposals from qualified Special Education Directors to provide director services. The role of the Director is to advance our school's mission 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 SpEd Director services. The scope of work includes, but is not limited to:

- Execute the Statement of Assurances and uphold the Code of Ethics for School Administrators (MN Rule 3512.5200)
- Assist Great River School in complying with federal and state rules/regulations pertaining to students with disabilities.
- Collaborate with school staff members to monitor programs regarding compliance with all laws, policies, regulations and guidelines pertaining to special education as mandated by the state of Minnesota and the federal government.
- Provide training and mentoring to teachers, administrators, and paraprofessionals on broadening and specific concepts in special education.
- Maintain knowledge of legal and ethical requirements governing special education programs.
- Ensure that an adequate educational structure is in place to meet learners' emotional, physical, and cognitive needs with Individualized Education Programs (IEPs).
- Oversee special education expenditures and review third-party reimbursement.
- Review data entry within the following systems: SEDRA, SERVS, UFARS, STAR, MARSS
- Provide guidance to school staff regarding the Tuition Acknowledgement process.
- Provide training to aid in the development of Procurement Procedures related to special education finance, thus meeting fiscal compliance standards as stated in UGG:
 - Personnel (time and effort reporting)
 - Equipment tracking
 - Third-Party Billing
 - Procurement Policies
 - Special Transportation
- Participate in local, state, and regional special education meetings as necessary.
- Interpret and complete, in a timely manner, special education applications and other essential forms as required by the state and federal government.
- Facilitate student-specific and district-level meetings.
- Knowledge and understanding of Minnesota K-12 Academic Standards, learning theory, and practice, curriculum, interventions, and programming.
- Intersect the mission and vision of the school with the non-negotiable rules and regulations that drive special education.
- Analyze financial reports created by the Minnesota Department of Education.

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.