



## **Request for Proposal: Special Education Support (April 17 - September 1, 2017)**

**Summary:** The Achievement School District (ASD) is seeking a contracted employee to serve as the district lead for services to students with disabilities (special education and 504) across the ASD portfolio of schools. The contractor will ensure adherence to federal and state legal requirements in regards to Special Education/504 programs through monitoring and support. They will also serve as the senior administrator for EasyIEP, the student information management system.

**Background:** The Achievement School District (ASD) serves students in the lowest performing schools of Tennessee by authorizing charter management organizations (CMOs) to directly operate them. Currently, the ASD consists of 33 schools, ran by 14 CMOs. CMOs make school-level decisions in multiple areas, including staff selection, budget allocation, curriculum choice, school policies, partnership development, etc. In exchange for their autonomy, the ASD maintains a “School Performance Framework” that sets clear expectations and holds CMOs accountable for their performance financially, legally, and academically.

### **Scope of Work:**

- Accountability
  - Plan, communicate, and monitor End of Year and Beginning of Year CMO requirements
  - Communicate special education compliance performance monthly
  - Plan and conduct 17-18 district monitoring in the content area of students with disabilities
  - Serve as temporary District IDEA Director
- LEA Lead/Liaison
  - Serve as EASYIEP District Administrator/Point of contact
    - Ongoing support of Easy504 and Transportation add-ons
  - Monitor and support ADM EASYIEP/EIS data accuracy
  - Coordinate district responses to state requested compliance actions (ex. WBMS)
- CMO Support
  - Coordinate/host 8-10 CMO trainings as it related to students with disabilities
  - Facilitate new school transition through planned agreement with outside stakeholders (External Placement Manual, Transfer Agreements: EASYIEP, Transportation, IEP file)
  - Conduct monthly data review to ensure external placements are properly invoiced
  - Share resources with CMOs to support student with disabilities
  - Provide ongoing technical and programmatic guidance to CMOs
- Grant Management
  - Support ongoing SPDG grant implementation
  - Assist with programmatic guidance throughout IDEA budget, planning, reimbursements, and grant application phases



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### **Available Resources:**

- 2016-2017 Beginning of the Year Expectations Rubric and Results
- 2015-2016 EOY Requirements and Communications
- ASD SPDG grant participants and contact information for TDOE grant managers
- CMO current corrective actions in WBMS and timeline for submission
- Topics and trainee contact information for CMO spring/summer training
- Draft of 2017-2018 External Placement Manual with Shelby County Schools
- Sample of 2016-2017 Monthly Special Education Compliance Dashboard
- Prior district training presentations

### **Preferred Qualification(s):**

- Masters or Bachelor's degree in general education, special education, business administration, or related discipline
- Hold a Tennessee license with one of the following endorsements: beginning administrator, administrator/supervisor, supervisor of instruction, or one area of special education
- Experience with programmatic development and/or management for children with disabilities
- Familiarity with EasyIEP Student Information System
- Effective program development/evaluation, and project management skills, including leading cross-functional projects; ability to organize, prioritize, and manage multiple projects
- Thorough knowledge of IDEA/Student with Disabilities/504 federal, state, and local programmatic grant requirements
- Understanding of data administration and management functions (collection, analysis, reporting, etc.)
- Driven passion for high-quality inclusive special education programs
- Effective interpersonal skills with a diverse group of stakeholders (communication skills, problem solving, conflict management, collaboration)
- Entrepreneurial spirit, comfort with ambiguity, and creative problem solving ability
- Advanced skills in MS Office (Word, Excel, and Powerpoint) and other computer software

### **Measures of Success:**

- Clear and documented programmatic and legal expectations for students with disabilities
- Timely completion of EasyIEP database management administrative requests
- On-time submission of other Compliance Reports and Requirements
- Documented CMO support, including completion of CMO summer/spring trainings, publication of new school support materials, timely resolution of helpdesk tickets, and provision of programmatic guidance re: IDEA funds



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### **Proposals:**

If you are interested in this project, please submit an official work bid/proposal by **Friday, March 24, 2017** to [Chantavia.burton@tn-asd.org](mailto:Chantavia.burton@tn-asd.org). When submitting your proposal, please be sure to address the following:

- Ability to meet the requirements in the scope of work
- Experience with the type of work being requested (please provide examples of similar work and, if possible, similar customers or clients)
- Ability to meet the terms and conditions of the sample contract provided
- Provide your proposed hourly rate cost, the process used to track hours worked and an example of a weekly report of hours worked
- Geographic location and ability to meet weekly and, at times, in person
- Any additional information that would be useful in determining your ability to meet the requirements of the requested data management work.

Also, you must be willing to adhere to a Confidentiality Agreement regarding student data. If you have any questions, please contact [Chantavia Burton](#), Chief of Student Equity and Access, at 901-208-6620.

***About the Achievement School District:*** *In collaboration with parents, community members and educators, the ASD's mission is to fight for justice for students in TN's Priority – bottom 5% performing – schools. We galvanize intervention and local district actions in Memphis, Nashville and Chattanooga to close long-persistent opportunity gaps that our students have historically faced – namely by accelerating academic growth and achievement, success-affirming disciplinary practices and equitable access to post-secondary opportunities.*