



PROGRAM SPECIALIST: Special Education, Nashville

Job Description

Start Date: June 2025

The DLC is seeking an exceptional **PROGRAM SPECIALIST** who is excited to share in our mission of dramatically improving educational opportunities for diverse learners.

We believe that students of all abilities and backgrounds deserve to have access to high-quality, inclusive educational opportunities led by empowered and effective educators. The Diverse Learners Cooperative is a nonprofit organization that connects teachers and leaders with professional learning, resources, and networks that propel best practices for diverse learners and increase teacher retention.

As a program specialist, you'll lead efforts to improve accessibility for diverse learners in partnership with schools and education-focused organizations throughout the Nashville area. You will work with school teams to understand context, identify challenges to learner accessibility, recommend possible solutions, and support implementation of improved practices. You will collaborate with site-based teachers and leaders, as well as the DLC team to ensure inclusive practices are being implemented with high fidelity and excellence.

This position is a full time role:

- 12 months a year
- 80% in person + 20% remote
- Will require travel across multiple sites in and around Nashville, with potential of TN travel as organization expands partnerships

PRIMARY RESPONSIBILITIES

In collaboration with our partners, you will be directly responsible for facilitating programmatic change, lifting team efficacy, and improving outcomes for students. As a Special Education Program Specialist, you will engage in many of the following responsibilities dependent upon the unique requirements of your assigned partnerships:

LEAD

- Lead school and system leaders through phases of ecosystem change to improve outcomes for students with disabilities
- Partner with a portfolio of schools, districts, and/or education organizations to transform support for diverse learners in alignment with evidence-based practices and a focus on educational access and equity
- Work closely with partners to support development of resources and implementation of action plans that improve diverse learner outcomes

DESIGN

- Set goals and monitor progress of teams towards meeting milestones in increasing accessibility and achievement; adapt and pivot strategically to achieve outcomes
- Create and facilitate interactive professional learning experiences with rich training materials and a focus on application and accountability. Training may include on-site opportunities, as well as facilitating engaging sessions through virtual platforms.
- Design and facilitate communities of practice, increasing educators' capacity to implement evidence-based practices

COACH

- Coach novice and veteran teachers to implement more accessible and inclusive learning experiences for diverse learners through school site visits, professional learning sessions, and more
- Support a range of leaders, including principals, directors of student supports, and instructional coaches to strategically design systems that increase accessible instruction for diverse learners
- Act as a strategic connector by sharing resources, tools, and effective practices from other schools and systems; connect leaders with others to facilitate learning, sharing, and community building

QUALIFICATIONS

We are looking for amazing people who have diverse backgrounds and experiences, especially those similar to educators and students we serve, knowing that this will drive us closer to our vision. Team members are inspired by the mission of serving students furthest from opportunity, believe deeply in advancing anti-racism and anti-ableism, have the ability to cultivate strong relationships, and demonstrate commitment to continuous learning and reflection. As a part of a growing non-profit, you play an integral role in shaping our organization's growth and impact - and we'd expect all team members to assume ownership in this effort.

We expect Program Specialists to have:

- Proven track record of success in improving outcomes for diverse learners and coaching teachers that serve them, including 2+ years of experience with system-level leadership or system improvement initiatives
- Advanced degree in Special Education and/or certification as a behavior analyst (BCBA) preferred
- Experience leading professional development for a school or district and a variety of audiences, with strong public presentation skills and ability to provide thoughtful and compelling insights
- Deep knowledge of evidence-based strategies for increasing outcomes for students with exceptional needs, strong instructional instincts, and experience across a variety of settings
- Data-driven orientation with understanding of the shifts required for students, teachers, and leaders to best meet needs of diverse learners
- Ability to be flexible, self-motivated, positive, and respond to the dynamics of a changing environment as a strategic thinker and natural solution-seeker
- Strong team orientation, collaborative nature, and ability to engage across various work environments
- Outstanding oral and written communication skills, with the ability to interact professionally with individuals from various professional and cultural backgrounds and effectively adjust communication style for a given audience

- Ability to plan strategically, organize and prioritize projects, work on multiple tasks simultaneously and to exercise initiative to successfully meet/exceed deadlines and goals
- Excellent technology skills, specifically in utilizing G Suite Tools (Docs, Forms, Sheets, etc), as well as Zoom and other online presentation tools

DLC believes in creating a high-performing and sustainable workplace and is committed to attracting and retaining diverse team members who believe in equipping and empowering school teams to serve all learners. A job at DLC encompasses competitive benefits, compensation commensurate with experience, professional development opportunities, and a team that cares about you as a person. Current benefits offered by the DLC include: health, dental, and vision insurance; competitive salaries; encourages flexible working locations; generous vacation time and office rest days; technology stipend; and a healthy professional development budget for self-directed learning.

Salary range for this position: \$70,000 - \$90,000.

PROCESS

Please submit your application [here](#), including your resume and cover letter. The selection process will include a performance task as well as interviews with members of the Diverse Learners Cooperative team. Please submit your application before our priority deadline of March 31, 2025. After this date, applications will still be received on a rolling basis until the position is filled.

Diverse Learners Cooperative is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor. We encourage talented individuals of all backgrounds to apply.