

Arts Academy Elementary Charter School

Special Education Coordinator

The mission of AA ECS, a model for arts-integrated education, supports all students attaining high academic achievement and artistic expression by enriching their standards-based elementary experience using a palette of arts-infused curriculum, as a foundation for their future growth.

Special Education Coordinator

Job Summary

The Special Education Coordinator advises school principals about Special Education programs to ensure that the needs of all students are being met. Special education Coordinators focus on helping children with disabilities to maximize their learning in an inclusive setting and starting innovative new school programs aimed towards Special Education.

Responsibilities and Duties

- Design and implement special education procedures and all aspects of programming to ensure full compliance with federal IDEA per PDE regulations and with Section 504 and federal ADA
- Maintain Special Education Manual to reflect current policies and procedures as per PDE regulations and reauthorization of IDEA
- Oversee all aspects of IDEA document preparation to ensure full compliance
- Evaluate and implement effective special education programs for more effective teaching services
- Evaluate and coordinate curricular resources
- Evaluate and coordinate special education teacher and paraprofessional resources
- Present information in school Operations and/or Board meeting
- Oversee the collection, maintenance, and evaluation of current data such as benchmarks and progress monitoring for academic and behavior goals
- Maintaining current and accurate data for internal and external regulatory purposes
- Attend and facilitate IEP meetings as the LEA
- Assist in the coordination ESY Services program
- Extensive collaboration with staff members and teachers from various departments to plan appropriate programming supports for children with exceptional needs
- Present staff workshops to educate all teachers and staff as to their role and responsibility in supporting children with exceptional needs across all school settings
- Partner with parents/families and provide support and education for current families and potential/interested families
- Coordinate Related Services supports and collaborate with Related Services professionals such as Speech Language Pathologist, Occupational Therapist, Physical Therapist

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- Collaborate with School Psychologist to complete compliant Evaluation and Reevaluation Reports
- Provide support to all special education team members and identify any need/opportunity for further support or education to ensure compliance and delivery of programming services with integrity
- Attend CLIU Special Education District Contacts meetings and Charter School Contacts meetings
- Collaborate with Instructional Support Team to identify students who may be eligible for special education services as per Child Find mandate
- Facilitate the development and implementation of informal academic and behavioral intervention programs
- Support individual students
- When required, prepare for PDE Cyclical Monitoring for Continuous Improvement

Physical Demands and Evaluation

- The physical demands described here are representative of those that must be met by an administrative employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, climb stairs, and bend. The employee is required to use hands to fingers or handle documents, telephone, etc. The employee is occasionally required to stand; sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Reports to: Principal

Job Qualifications

- Bachelor's Degree in Education or Special Education required. Master's Degree preferred.
- Pennsylvania Principal or Supervisor of Special Education certification preferred.
- Five or more years of satisfactory experience teaching special education.
- Experience in Public Charter Schools a plus.
- Communicates clearly and effectively with proficient writing skills.
- Works cooperatively with administrative, professional, and non-professional staff.

This is a Full Time, 12 month position offering a comprehensive benefit package including Medical, Dental, and Vision. Salary Range: \$50k-60,000.

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To be considered for an interview the following documents must be submitted:

- Department of Human Services Child Abuse History Clearance
- PA State Police Request for Criminal Records Check
- Federal Criminal History Record Information

The following documents will be required prior to the first day of employment:

- Physical Examination completed within one year on the PA State Standard form.
- TB test results completed by a doctor on the PA State Standard form.

Please visit our website and apply online at: <https://www.artsacademyecs.org/human-resources>