



### **Student Supports Special Education Coordinator Job Description**

Vanguard Collegiate is a college preparatory charter middle school (grades 5-8) on the Westside of Indianapolis. Opening August 2018, Vanguard Collegiate will educate 120 5<sup>th</sup> and 6<sup>th</sup> grade scholars through high quality instruction, rigorous curriculum, and character development to succeed in college and become leaders in thought, word and action. Vanguard Collegiate firmly believes that high-quality instruction is key to high levels of student academic achievement. To that end, we will recruit, hire, train, and retain top candidates who believe that all students deserve a quality education, have the capacity to learn, can achieve post-secondary attainment and academic success, and must be held to high expectations that they are supported to reach, and who believe that data drives curricular and instructional decisions.

In addition to the duties set forth below, the successful candidate will be expected to perform all the other duties that are assigned by his/her supervisors, the school's Executive Director (ED) and the ED's designees, including, but not limited to:

- Working with contracted administrative service supports to ensure that he/she is performing high leverage activities that contribute directly to student learning and success;
- Overseeing/managing a caseload of special education students and the implementation of their IEP/504 plans in: inclusive, self-contained and pull-out settings;
- Ensuring meaningful access to core curriculum via differentiation by Special Education development needs, related services and implementation of the IEPs/504 plan;
- Leading one substantive enrichment activity for one hour four days per week;
- Being present and engaged from 7:15AM–4:45 PM (student arrival to dismissal) on Monday through Thursday and from 7:15 AM – 5:00 PM on Friday each week of the school year;
- Holding office hours to tutor struggling students and/or small groups for at least one hour of normal school hours (e.g., before 7:30AM, after 4:30PM, or in Saturday School) at least twice each week;
- Taking all steps required by the school to become highly qualified which includes holding a master's degree, full state certification or licensure and otherwise authorized to teach in an Indiana public charter school;
- Providing appropriate supervision of students during class, breaks, meals, and transitions to maintain an optimal work environment and to ensure students' safety and well-being; and
- Attending and participating in events outside of normal school hours as needed (e.g., family nights, student performances, field trips, report card days/nights, Family-Teacher Conferences, June and August Family Orientations, etc.);

### **Specific Responsibilities**

- Participating in and supporting school decisions regarding intervention programs and strategies for struggling students, with focus on the needs of students with individualized education plans;
- Work with contracted administrative service supports to ensure compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education;
- Ensure that services provided by contracted direct service providers are of high quality and are aligned with students' IEPs/504 plans;
- Effectively communicate to parents and guardians the special education process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations as well as parental rights granted by IDEA;



- Facilitating IEP meetings using a strengths-based and family centered approach;
- Work with contracted administrative service supports to ensure the completion of all documents in a timely manner (according to state, local, and school policies and procedures) prior to meeting. Connecting with special education team to ensure all team members (including parents) are prepared for the content of the meeting;
- Coordinating with special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians;
- Maintain student files (paper and electronic) according to school and IDOE standards and work with contracted administrative service support to ensure administrative compliance;
- Provide training and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of cases management: use of computer systems for the special education process, writing of goal writing, progress reports, annual reviews and parent communication;
- Ensure IEPs are developmentally appropriate, curriculum/standards-based, strength-based, and relevant to individual students while seeking counsel from contracted supports where needed and appropriate;
- Maintain school and appropriate tracking and data system that include: student information related to IEPs, services, service hours, evaluations, referrals, time lines in which evaluations were completed and discipline incidents documented; work with contracted administrative service supports to ensure administrative compliance;
- Support the planning of special education initiative and the implementation of initiatives;
- Integrate new developments, research findings and best practices into ongoing programs and new initiatives;
- Represent Vanguard Collegiate as a subject matter expert in contact with IDOE, Federal Agencies and non-profits concerning students with special needs;
- Oversee special education inventory of equipment/materials;
- Identify and develop appropriate curriculum and school-based assessments to support the academic growth of students with IEPs/504 plans;
- Gather and report data for all reporting requirements concerning students with IEPs/504 plans and other required reports (to the State, Department of Education, census, grant applications, annual report, etc.);
- Maintain a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy;
- Advocate for special education with school leadership;
- Establish and maintain communication with parents of students in the program;
- Facilitate workshops/meetings for parents and identify resources for parents of students with special needs;
- Engage parents and families in their student's learning and acting as an ambassador for Vanguard Collegiate in the community;
- As appropriate connect with student's outside providers, pediatricians, and therapists to support student's needs in classroom;
- Maintain confidentiality of student records and student information; and
- Perform other duties as assigned.



### **Skills and Characteristics**

- Master's Degree in SPED or in a related field of expertise plus appropriate licensure (required)
- One (1) to three (3) years of experience with exemplary results
- A deep passion for social justice and equity for all children; a strong belief that all students can achieve at the highest levels regardless of demography
- Experience working with diverse student body and staff
- Ability to exercise excellent judgment in decision-making
- Outstanding organizational skills and high attention to detail
- Outstanding written and oral communication skills Strategic thinker and proactive problem-solver
- Demonstrated ability to work well with others and build relationships across teams and schools

### **Physical Requirements/Demands**

- Ability to stand 2/3 of the time
- Ability to lift up to 40 pounds
- Ability to work in an environment with average to above-average noise levels
- Some night and weekend activities

### **To Apply**

Please submit a detailed cover letter and resume addressed to Robert Marshall at [rmarshall@vcindy.org](mailto:rmarshall@vcindy.org). [www.vcindy.org/join-our-team/](http://www.vcindy.org/join-our-team/). Email submission should include in the subject line: "Student Supports Coordinator."

### **Salary & Benefits**

We offer a competitive salary and benefits package depending on experience and qualifications.