



Special Education Coordinator

Job Description

Key Responsibilities:

IEP Development and Oversight:

- Lead the development, review, and implementation of individualized education plans (IEPs) for students with disabilities, ensuring goals are measurable and appropriate. This includes conducting academic assessments for students as needed through the evaluation process (both initials and triennials).
- Coordinate and schedule IEP meetings throughout the year.
- Facilitate IEP meetings with teachers, parents, administrators, and related service providers.
- Monitor student progress towards IEP goals and make adjustments as needed in a mild/moderate setting.
- Provide direct support and service hours for students with IEPs (small group intervention, co-teaching, etc.).
- Ensure all IEPs are in compliance for the December 1 deadline.

Program Management:

- Coordinate the delivery of special education services within the school, including accommodations, modifications, and related services.
- Collaborate with to create schedules for students, yourself, and paraprofessional(s) to ensure service minutes are met as outlined in IEPs.
- Oversee the implementation of special education curriculum and instructional strategies tailored to diverse student needs.
- Coordinate with district partners, including SEIS (special education instructional specialists) to ensure IEPs are district compliant.
- Ensure compliance with federal and state special education laws and regulations.
- Coordinate PSAT, SAT, and ACCESS testing to ensure accommodations are met, including applying for accommodations and serving as SSD Coordinator for the P/SAT suite of assessments.
- Develop, document, and regularly update Standard Operating Procedures (SOPs) for core job responsibilities to ensure processes are clearly defined, current, and readily accessible, supporting consistency, efficiency, and continuity of operations.

Staff Collaboration and Support:

- Conduct weekly ESS (Exceptional Student Services) team meetings to maintain cohesion with testing schedules and student needs.
- Provide ongoing professional development and training to general education teachers on best practices for supporting students with disabilities.
- Collaborate with classroom teachers to develop appropriate accommodations and support strategies for students with IEPs.
- Collaborate closely with the existing special education teacher to manage caseload and provide student support.
- Consult with related service providers (speech therapists, occupational therapists, SSPs) to coordinate services and ensure student needs are met.

Student Advocacy and Transition Planning:



- Advocate for the needs of students with disabilities to ensure equitable access to education.
- Facilitate transition planning for secondary students with disabilities, including post-secondary education and employment options.
- Work with families to address concerns and provide support regarding their child's special education needs.

Data Analysis and Reporting:

- Monitor student data related to academic progress and special education services.
- Analyze data to identify areas of need and inform program adjustments.
- Prepare reports on special education compliance and student achievement for administrators.

Additional Responsibilities:

- Complete all required school and district training, concluding but not limited to Mandatory Reporter, MLE Certification, safety, compliance, and professional learning modules, in a timely and responsible manner.
- Contribute to school-wide initiatives and events that promote student achievement and well-being.
- Perform other duties as assigned by the School Leadership Team.

Required Qualifications:

- Valid Colorado teaching license with special education endorsement
- Experience working with secondary students with diverse disabilities
- Knowledge of federal and state special education laws and regulations
- Strong communication and collaboration skills to work effectively with teachers, parents, and administrators
- Ability to analyze data and make informed decisions regarding student interventions critical to our schools' success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Compensation:

The starting salary for this position is between \$57,257 - \$80,754 depending on education and experience. A comprehensive benefits package is included. Teachers are eligible for the Federal Teacher Loan Forgiveness Program.

To Apply:

Submit cover letter and resume to Principal, Micah Rose at mrose@chscharter.org

Cover Letter should answer the following three questions:

1. **Why do you want this position?**
2. **Why do you want to work at an Alternative High School?**
3. **Why do you want to work at Colorado High School Charter?**

Colorado High School Charter is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and school needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. Colorado High School Charter believes that diversity and inclusion among our teammates is critical to our schools' success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.