

**Parker Performing Arts School**  
**Special Education Learning Specialist**  
**Job Description**

**Summary:**

All employees of Parker Performing Arts School will work together to achieve our school's vision and mission. In addition to the duties and responsibilities listed below, we seek a Learning Specialist who will provide special education support to help ensure the educational development of students. All teachers will be responsible for the adoption of the school mission and vision as evidenced through thoughtful lesson planning aligned with the school's curricular components. In addition, teachers will show a commitment to furthering their own professional development and building relationships with families.

**Duties and Responsibilities:**

- Conduct and lead IEP initial, annual and triennial meetings
- Create IEPs and close IEPs as needed
- Administer comprehensive learning evaluations
- Communicate regularly with Principal(s) and department leadership about caseload
- Maintain proper documentation regarding IEPs, assessment, accommodations, and parent/teacher communications
- Provide direct instruction and co-teach with general education teachers to support the learning of students with IEPs
- Provide comprehensive case management for assigned students and collaborate with PPA staff and families to support students learning
- Other duties as assigned

**Required Qualifications:**

- Special Education License through the Colorado Department of Education.
- Background with educating students with learning disabilities preferred
- Previous experience as a Learning Specialist
- Proven ability to integrate/provide accommodation for special needs children in a general education curriculum
- Strong diagnostic skills
- Excellent communication skills including report writing and record keeping
- Proficient in the use of technology

**Desired qualifications include:**

- Passion for working in a start-up environment in a choice school.

- Precise, persuasive and effective interpersonal communication and writing skills
- Entrepreneurial attitude, solid decision-making and well-developed management skills
- Accountable for their own actions and decisions as well as comfortable holding others accountable for theirs
- Accessible with an open-minded approach to students, staff, parents and community
- Dedication to being a respectable leader and role model at the school and within the community