



## **Special Education Coordinator**

Colorado High School Charter is seeking a Special Education Coordinator. The Special Education Coordinator at Colorado High School Charter GES is responsible for overseeing the implementation of special education services for students with disabilities, ensuring compliance with federal and state regulations, coordinating Individualized Education Programs (IEPs), collaborating with teachers, administrators, and parents to provide appropriate accommodations and support for students' unique needs, and facilitating staff development related to special education practices.

### **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.
- 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.
- Provide direct support and service hours for students with IEPs (small group intervention, co-teaching, etc.).

##### **Program Management:**

- Coordinate the delivery of special education services within the school, including accommodations, modifications, and related services.
- 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.

**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 caseloads 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.

**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

**Preferred Qualifications:**

- Familiarity with Frontline Enrich, Infinite Campus, Google Suite, and Microsoft Office
- Previous experience as a special education teacher
- Previous experience working with students from diverse backgrounds

**Compensation:**

The starting salary for this position is between \$57,263 - \$86,841 depending on education and experience. The maximum salary for this position is approximately \$90,000. A comprehensive benefits package is included. Teachers are eligible for the Federal Teacher Loan Forgiveness Program.

**To Apply:**

**Submit cover letter and resume to the principal, Micah Rose at [mrose@chscharter.org](mailto:mrose@chscharter.org).**

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.