

Special Education Coordinator

Position Announcement

Reports To: Chief of School Programs

Desired Start Date: As soon as possible

Job Type: Full Time, Exempt

Salary Range: Full-Year Annualized
Salary Range: \$85,000–
\$105,000

ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly schools that are focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 50+ schools across the state of Colorado serving over 20,000 students. CSI is uniquely positioned to serve and promote charter school innovation in communities throughout Colorado and to be a leader in improvements in authorizer practices. CSI aspires to continue growing the quality and quantity of its portfolio of schools in Colorado in response to the need for high quality, innovative charter school options. Our organization is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements within the portfolio's overall student achievement.

[Visit our website to learn more](#)

Please note: Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

POSITION SUMMARY

The Special Education Coordinator serves as a special education director designee and liaison between schools and CSI. The Coordinator acts as the technical consultant for all assigned schools and school special education staff. Coordinators are responsible for assisting CSI schools in implementing a high-quality and compliant special education program. As part of the CSI Special Education team, the Coordinator will contribute to the development and implementation of responsive training and professional development materials for CSI schools, and will have opportunities to pursue professional goals and growth through CSI's generous professional development stipend.

Please see below for a complete position description:

ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Serves as a school level Special Education Director Designee (builds capacity in School by training other designees).
- Using CSI's tiered support and oversight framework, coordinate oversight and support for special education staff and programming in assigned schools.
- Coordinate services for special education students in assigned schools and facilitate special education related meetings as needed i.e. IEP, Manifestations, Mediations, FBA/Behavior Plan meetings
- Assist with auditing the schools and in implementing the Special Education Comprehensive Plan and related CSI guidelines.
- Serve as liaison for local school district of residence.
- Serve as a liaison between Schools and CSI Central Office and communicate regarding building concerns around serving the needs of exceptional students and related special issues and situations.
- Review and management of special education files for compliance.
- Attend CSI trainings, meetings and professional development activities as assigned.
- Assist in implementing MTSS/RTI as it relates to the special education identification process, interventions and Child Study meetings.
- Other duties as assigned.

BENEFITS

As an employee of the Colorado Charter School Institute (State of Colorado), you will have access to a variety of benefits to include medical, dental and vision insurance, paid holidays, paid vacation and sick time, flexible scheduling, a work-life balance culture, no-cost life and disability insurance (with additional paid options), Flex Spending and Health Savings Account options, professional development opportunities, wellness offerings, a performance based bonus and membership in Colorado Public Employees' Retirement Association (PERA).

CSI INCLUSION STATEMENT

CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to a diverse and culturally inclusive workplace as we believe that differences in perspective and experiences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As a charter school authorizer with schools that serve a wide range of communities across the state, we prioritize recruiting a staff that shares the diversity of the students and communities our schools serve.

CSI is proud to be an equal employment and educational opportunity employer. We do not discriminate on the basis of gender (including gender identity or expression), race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, genetic information, conditions related to pregnancy or childbirth, family composition, or any other protected class as defined by state or federal law.

WHAT WE ARE LOOKING FOR:

At a minimum, we are looking for the following:

- Master's degree or higher in Special Education or related field.
- Holds a CDE-issued Special Education Teacher or Special Education Service Provider license.
- Current knowledge of State and Federal education law – IDEA, 504, ECEA, and OCR case law policy.
- Ability to forge and manage cross-departmental relationships to achieve objectives.
- Ability to work collaboratively.
- Well-developed conflict resolution and mediation skills.
- Experience managing multiple complex projects.
- **All final candidates must successfully pass a thorough criminal background check.**

Ideal candidates will have some, or all, of the following education, skills, and abilities:

- Special Education Director License preferred
- Experience managing multiple ongoing programs or projects with internal and external stakeholders.
- Excellent organizational and prioritization skills.
- Excellent oral and written communication skills.
- Ability to build and/or strengthen relationships with stakeholders.
- Familiarity with and willingness to learn about and utilize workplace technology

LOCATION & TRAVEL

Must be a resident of Colorado, preferably located within the Front Range. While the position is primarily remote, some within-state travel is required, and the position requires reliable transportation.

DESIRED START DATE

With the school year beginning soon, we are looking to fill this position as quickly as possible to allow the selected candidate time to onboard and be fully prepared for the year ahead. Interested candidates are encouraged to apply promptly.

SALARY RANGE

Initial Placement Salary Range: \$85,000–\$105,000. *This range reflects the approved hiring range for the position at the time of posting and is not intended to represent the full long-term earning potential of the role.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display

terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

HOW TO APPLY:

Does our organization and this role sound like a great fit for you? If so, please email your resume and cover letter to CSIEmployment@csi.state.co.us. The cover letter should detail how your experience meets the minimum experience requirements listed in the above position announcement.