



Wildflower Montessori
Public Schools of Colorado

Wildflower Montessori Public Schools of Colorado

Special Education Coordinator

Aurora, CO

Summary

As the Special Education Coordinator and Teacher you will support Teacher Leaders in the process of documenting, identifying and providing minutes and case management the needs of students with individualized education plans (IEP) for Kindergarten-6th grade. This is a hybrid position across the WMPSC Aurora sites and work from home when completing case management and paperwork. The salary range for this position is \$60,000 - \$70,000 per year with medical/dental insurance and PERA.

Our Mission

The mission of Wildflower Montessori Public Schools of Colorado (WMPSC) is to provide families with child-centered, authentic Montessori education that bridges academic outcomes and social-emotional development through intimate learning communities deeply rooted in place, equity, and belonging.

Essential Responsibilities

- Manage all due process paperwork required and/or mandated by state and federal laws.
- Provide mandated minutes to fulfill IEP mandates
- Oversee any assistant, paraprofessional or other staff supporting special education and/or minutes
- Support TL and Special Education team to monitor and evaluate student progress as described in student IEPs including:
 - Scheduling of all special education evaluations
 - Reviewing referrals and assessment needs
 - Coordinating and attending all special education related meetings
- Support Teacher Leaders to observe students not identified and performing below grade level and provide advice for teaching and learning interventions.
- Participate in the MTSS and Child Study Protocol processes to identify and promote accommodations and solutions for all children.
- Collaborate with the Learning Specialists, Teacher Leaders, School Psychologist, and staff.
- Commit to our principles of wholeness and equity when working with students with special needs.
- Communicate with families regarding service delivery, progress, and home-school routines.
- Review evaluations and IEPs for quality and compliance, and all due process paperwork required and/or mandated by state and federal laws.

Minimum Qualifications

- Special Education license in Colorado for K+

- 2+ years of school-based experience preferred
- Experience working with special needs learners in an inclusive setting
- Experience working in socio-, racially, and culturally diverse environments
- Strong knowledge of pedagogy and experience teaching in a constructivist way
- Proven ability to work as a member of a team, strong leadership capabilities, and a commitment to growth and lifelong learning

Preferred Attitudes, Knowledge, and Skills

- Entrepreneurial leadership - You are flexible, open-minded, see opportunity in obstacles, and are energized by using creativity and resourcefulness to anticipate challenges and create solutions to problems.
- Commitment to serving diverse and multifaceted communities - You are eager to increase access to Montessori to racially and socioeconomically diverse communities and are deeply committed to supporting the development of intersectional communities. You understand the role race, along with ethnicity, gender/gender identity and sexual orientation, play in contributing to persistent inequity. You have engaged in culturally responsive and anti-racist practices with the students and families you serve. You have fluency in multiple languages to speak with our stakeholders and families.
- Willingness to bring your full self to this work as the culture shaper - You have the aptitude, stamina, time, and appetite to raise yourself to the challenge of starting and supporting social entrepreneurs who are launching distinct intimate school communities. You will be a key leader who weaves and supports the interdependence across classroom sites.
- A desire to learn and grow - You are eager to stretch beyond your current experience, to develop new skills and expertise and to more deeply explore your purpose and potential.
- Ability to work effectively with all internal and external stakeholders - You enjoy and are competent working with a variety of stakeholders in Western Colorado, including Teacher Leaders, staff, volunteers, board members, donors, and partners. You are able to ensure smooth and efficient operations across school sites.
- Curiosity toward the edge of innovative practices.

WMPSC will comply with the CSI Non-Discrimination Policy and all other applicable state and federal laws prohibiting discrimination. WMPSC shall not discriminate on the basis of age, disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, marital status, need for special education services or any other protected class.