

**Reports To:** Chief of School Programs

**Closing:**

Open Until Filled

**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 and 504 Coordinator serves as a Special Education Director Designee, AU 504 Coordinator, and key liaison between CSI and assigned schools. This role provides technical guidance and support to school-based special education staff and 504 Coordinators to help ensure high quality, compliant, and student-centered programming.

The Coordinator partners closely with CSI schools to support the implementation of mission-critical initiatives, strengthen systems and practices, and help identify and address barriers to school success. Responsibilities also include coordinating with internal CSI departments and school teams to support quality assurance, oversight, accountability, compliance, and continuous improvement efforts related to Special Education and Section 504 programming across CSI schools.

*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.*

#### Special Education Responsibilities (50% of Role)

- Serves as a school level Special Education Director Designee.
- Well-developed conflict resolution, mediation and persuasion skills.
- Using CSI's tiered support and oversight framework, coordinate oversight and support for special education staff and programming in assigned schools.
- Facilitate special education-related meetings as needed i.e. IEP, Manifestations, Mediations, and FBA/Behavior Plan meetings.
- In coordination with CSI Special Education team, audit caseload of schools and assist in implementing the Special Education Comprehensive Plan and related CSI guidelines.
- Serve as liaison for local school district of residence.
- Review and management of special education files for compliance.
- Assist in implementing MTSS/RTI as it relates to the special education identification process, interventions and Child Study meetings.

- Other duties as assigned.

#### **504 Coordinator Responsibilities (50% of Role)**

- Perform compliance audits of Section 504 Plans and Programs. IEP and compliance audits for CSI schools identified for additional support.
- Serve as a liaison between Schools and CSI for Section 504 concerns
- Communicate with School and CSI staff regarding building concerns around serving the needs of students on 504 plans.
- Review and management of Section 504 files for compliance.
- Provide training and oversight for all schools' 504 Coordinators in 504 Plan compliance and process.
- Consult with Section 504 Coordinators and school administrators to resolve parent complaints and assist the Director and/or Assistant Director of Special Education in the 504 dispute resolution process.

#### **BENEFITS**

As a valued member of the Colorado Charter School Institute team, you'll enjoy an array of benefits designed to enhance your well-being and professional growth. These include comprehensive medical, dental, and vision insurance, paid holidays, generous paid leave, flexible schedule options, a supportive work-life balance ethos, complimentary life and disability insurance (with opportunities for enhanced coverage), options for Flexible Spending and Health Savings Accounts, access to professional development programs, wellness initiatives, performance-based bonuses, and membership in the 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.
- Knowledge of and interest in State and Federal education law – IDEA, 504, ECEA, OCR case law policy. and practice and current issues in Exceptional Students education reform.
- Ability to forge and manage cross-departmental relationships to achieve objectives.
- Ability to work collaboratively.
- 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 working in or with charter schools
- Excellent organizational and prioritization skills.
- Excellent oral and written communication skills.
- Ability to build and/or strengthen relationships with stakeholders.
- Proven experience managing staff.
- 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. Some within-state travel is required, and the position requires reliable transportation. Telecommute flexibility is available outside of required travel.

## **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:**

If our organization and this role feel like a strong fit for your background and professional goals, we encourage you to apply. Please email your resume and cover letter to [CSIEmployment@csi.state.co.us](mailto:CSIEmployment@csi.state.co.us). Your cover letter should clearly address how you meet the minimum qualifications outlined in this position announcement.