



JOB DESCRIPTION

Special Education Coordinator

This position would serve Alternatives in Action High School (AIAHS) located in East Oakland. Our charter high school focuses on supporting 180 youth who have not been successful in traditional learning environments. Following AIA's organization-wide principles, our high school prepares youth to be college, career, and community ready through intensive community-building youth leadership development, project-based learning and youth- adult partnerships. Our AIAHS staff and student population is diverse and committed to quality work and community- building.

POSITION OVERVIEW:

The Student Services & Special Education Coordinator is a full- time position, and will be responsible for both providing and coordinating services to Alternatives in Action High School. The position will provide direct service instruction and support to students towards meeting individual IEP and/or other academic or behavioral goals ; supervise Instructional Aide(s) towards meeting individual IEP and/ or other academic or behavioral goals (50%); administrative and compliance related activities including updating the Special Education Information System (SEIS) and working with Edtec for Calpads reporting, serve as the liaison with SELPA, monitor and update student IEPs, effectively coordinate the timely generation of compliance reporting with COST team and external partners and provide professional development and instructional coaching to staff to improve differentiation and accommodations within the classroom (30%); assist with administration of school including assisting with data and assessment coordination, coverage support when needed and family communication and follow up (20%).

THE IDEAL CANDIDATE WOULD:

- Be a passionate and dynamic advocate for education as a key social justice strategy for high needs urban youth
- Be a collaborative leader who understands and enjoys the challenges and opportunities with small schools
- Be an innovative educator who isn't afraid to roll up their sleeves in a non-traditional setting and facilitate both academic and real-world skill-building
- Maintain knowledge of current regulations and best practices pertaining to special education
- Be committed to co-creating a healthy school environment using an asset based approach and trauma-informed care

DUTIES AND RESPONSIBILITIES:

- Serve as the liaison with SELPA and ensure all compliance requirements and reporting
- Develops supportive, positive relationships with students and staff
- Provides instruction in a co-teaching/push in/ pull out model to support students with special education needs to achieve Individualized Education Plan (IEP) goals.
- Ensure access to learning in the core program and guide progress towards graduation standards and requirements
- Knowledgeably identify and guide the implementation of appropriate accommodations, and/or modifications to ensure students' learning success in the general education classroom
- Collaborate with school administrators and teachers to develop and monitor the success of students in the general education program; provide training and development to staff to ensure integration of appropriate accommodations to support student success
- Quarterly progress monitoring of each student's IEP and 504 plans and goals
- Develop appropriate academic, transitional, and behavioral goals based on Common Core Standards and AIA College and Career Pathways
- Collaborate with a student's advisor, testing coordinator and college counselor to provide, as required by a student's IEP, appropriate documentation for participation with accommodations in standardized testing
- With the student and family, develop "person-centered" transition plans beginning in 9th grade to cultivate college going identity or post-secondary planning leading to successful high school graduation or completion
- Lead and facilitate Student Study Team, IEP, and 504 meetings, conduct assessments, prepare necessary reports and coordinate services
- Understand and adhere to special education procedural guidelines and ensure procedural rights
- Develop and implement appropriate Behavior Intervention Plans or behavior management techniques for use instructional and interpersonal activities
- Develop positive relationships with parents, engaging them in family conferencing, Student Study Team, IEP and/ or 504 process in order to discuss students progress on an ongoing basis
- Create and maintain notifications, records, files, and reports as a required by federal, state and SELPA regulations
- Administer academic diagnostic tests and provide clear written reports of learning progress or need
- Serve on the administrative leadership team, COST, and other work teams as needed
- Support school leadership with general assessment and data collection, campus coverage and family communication as needed

PREFERRED QUALIFICATIONS:

- Bilingual Spanish preferred
- 2+ years working with students with special needs in educational setting; preferably with high risk urban youth
- Experience in alternative, youth development, and /or experiential learning settings
- Ability and willingness to implement students' IEPs
- Experience and/ or strong interest in community development
- Ability to work in a youth friendly, collaborative, students centered environment
- Ability to use authority, set boundaries, and hold high standards with youth
- Experience working with diverse groups, learners, and communities
- Knowledge of child cognitive development and different learning styles
- Flexibility and ability to adapt to changing conditions; ability and good judgment to take initiative to modify activities
- Strong written and verbal communication skills; ability to collaborate and communicate with general education colleagues, parents, and community

REQUIRED LICENSES AND CERTIFICATES:

- CA Special Education Teaching Credential (mild/moderate education specialist) required
- Bachelors Degree required; Masters Degree preferred
- Clearance through Criminal History Background Check and Health Screening

CLASSIFICATION: Full-time position

COMPENSATION: \$70,000-\$100,000

POSITION TITLE: Special Education Coordinator

BENEFITS:

Full Time

100% Premium Medical/Dental, 403 (B) Retirement Match

Generous Holiday Calendar: Including- 1 week Thanksgiving Break, 2 weeks Winter Break, (after 90 days of service); accrued sick days.

For more information about Alternatives in Action, please visit our website:

www.alternativesinaction.org

To apply please submit the following documentation with the position title in the subject line by email to: hr@alternativesinaction.org attention Human Resources.

- 1. Resume**
- 2. Cover Letter**
- 3. Copy of teaching credential(s)**
- 4. Copy of CSET/CBEST scores**

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY, OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARTIAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.