



COORDINATOR OF SPECIAL POPULATIONS

Start Date: July 17, 2024

Salary: \$50,000-\$65,000

Status: Full-Time, Exempt

Benefits: 403b, Dental, Life, Medical, Vision

Job Category: Instructional Leadership Team

Overview:

The Coordinator of Special Populations will work closely with educators, Instructional Leadership Team and Deans to build, maintain, and oversee a positive, game-changing education program for all special education students and multilingual learners. The Coordinator will ensure CCP is in 100% compliance with state and federal special education law and provide small group and push-in supports so that 100% of scholars on their caseload reach their personal yearly goals.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. Circle City Prep is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As a Coordinator of Special Populations, you will:

- Work closely with outside partners and organizations to provide accommodations and supports in aligned to student individual needs and IEPs.
- Ensure CCP meets 100% of compliance metrics annually (move-in conferences, case conferences, evaluation timelines, and IEP creations, etc.).
- Coordinate with teachers and other special education team members in serving students with special needs.
- Execute Title I, MTSS, and IEP supports, from modifications to accommodations, from push-in to pull-out interventions.
- Lead move-in conference, annual IEP meetings, and evaluation conferences.
- Complete and send home quarterly progress monitoring documentation.
- Design and execute full-school, practice-based professional development.
- Communicate directly with Scholar's parents concerning academic progress.
- Be the school's point person relating to all things special education.
- Support CCP Deans in maintaining a safe, consistent, and joyful classroom and full-school learning environment.
- Participate in weekly manager check-ins, Instructional Leadership Team meetings, before and after-school duties, and school-wide meetings and functions.
- Other duties as assigned.

Requirements:

To be considered as a Coordinator of Special Populations, you must:

- Hold a Master's Degree in Special Education, required.
- Minimum two-years special education experience in public school, required.
- Be a person who meets challenges with optimism and a solutions-oriented mindset.
- Valid Indiana State Special Education certification or proof of reciprocal licensure in a different state is required. Applicants in Indiana State-approved alternative certification programs must provide proof of enrollment.
- Pass a criminal background check, as required by law.

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.