

**LAURA JEFFREY ACADEMY** is the first STEM-focused urban middle school with a girl-focused curriculum. Our purpose is to provide a unique and stimulating education environment where students are free – to explore their potential, discover their brilliance and develop their intellect. We are looking for educators committed to equity in learning for all students. If you are an educator who thinks outside of the box, loves to collaborate with others, we would love to hear from you. Educators of color are encouraged to apply. We are committed to serving a diverse population of students and families.

Laura Jeffrey Academy is currently operating in distance learning and will do so through Quarter 2 which ends on December 22. At that time, the situation will be reassessed using the most current COVID data and latest Minnesota Department of Education guidance.

**POSITION: Special Education Coordinator (Full time)**

**START DATE OF POSITION:** To start immediately

**Position Description:** The Special Education Coordinator is responsible to collaborate with teachers, social workers, directors and other administrative personnel to provide the highest caliber of services to special education students. The Coordinator will provide the main communication between all interested parties in the design and implementing of the special education system and program improvement processes. This position reports to the Leadership Team and has a strong collaborative relationship with the Special Education Director.

**Job Requirements**

- Work with Special Education staff to monitor programs regarding compliance with all laws, policies, regulations and guidelines per the State of Minnesota and the Federal Government.
- Collaborate with a variety of groups including students, parents, general education staff, behavior specialists, and outside agencies in order to coordinate services and schedules.
- Coordinate paraprofessional and teacher assignments and activities.
- Coordinate child study meetings, including oversight of records.
- Coordinate/facilitate IEP team meetings.
- Assist in hiring of teachers, paraprofessionals, and related service providers.
- Complete and file yearly tuition acknowledgements.
- Demonstrate organizational skills for keeping track of students in all settings, special education paperwork, and planning.
- Oversee record keeping and progress tracking of each student with disabilities.
- Assure due process compliance by planning for and meeting deadlines regarding IEP development, evaluation process, and progress reporting.
- Assist in program development and curriculum.
- Mentor teachers.
- Advise/oversee completion of IEP, evaluation and progress reports.
- Provide mentorship to empower the special education teacher's skill set in special education requirements.
- Coordinate the implementation of a Special Education Advisory Council (SEAC).
- Total Special Education System (TSES) Manual development and maintenance.

- Maintain current copies of special education staff and related service providers licenses.
- Maintain effective communication with the school's leadership team, special education teachers, director of special education and parents.
- Regularly report the status of the special education program to the school's leadership team and director of special education.
- Contribute to the improvement of instruction within the school by communicating strategies, interventions and other programming ideas with school staff.
- Coordinate parent communications regarding children with special needs and their programming.
- Establish positive working relations with school staff including developing an effective system for reciprocal communication about students with special needs.
- Establish communication with the school's MARSS coordinator.

### **Qualifications**

- A valid MN Special Education Teaching License
- A minimum of five (5) years of previous experience providing Special Education Services to students
- Knowledge and understanding of child study and due process (IEP).
- Ability to consistently and effectively design instructional and behavioral activities for students
- Ability to work with a wide variety of students in a calm, patient, understanding, creative, flexible, student-centered environment
- Skill in planning, organizing and writing evaluations in a multi-disciplinary team within timeline constraints
- Good human relation skills, team player and professional demeanor
- Ability to communicate effectively both orally and in writing
- Proficient with basic computer programs including but not limited to Microsoft Office products
- Ability to maintain confidentiality of student information at all times.

### **SALARY: Based on experience and qualifications**

### **TO APPLY:**

Send cover letter and resume to [annar@laurajeffreyacademy.org](mailto:annar@laurajeffreyacademy.org)

**Position is open until filled.**

**Laura Jeffrey Academy is an Equal Opportunity/Affirmative Action School District.**