

Special Education Administrative Assistant (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for *all* students, CCSC combines high academic and behavioral standards with an environment of unconditional affection, acceptance, and belonging in which all students can thrive. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our exceptionally diverse and talented team (47% faculty of color, 57% administrators of color for the 2017-2018 school year). Educators will build upon our rigorous academic program and strong school culture. The school's commitment to diversity and social justice is reflected in our daily practices, policies, and systems. Professional development is team-based and includes an extensive focus on race and equity. CCSC has been honored during its first thirteen years and recently received the Department of Elementary and Secondary Education's highest ranking among middle/high schools in the greater Boston area. CCSC has received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools.

This person reports to the Special Programs Compliance Coordinator and works closely with the Special Programs Department Chair as well. The Special Programs Administrative Assistant manages confidential records; creates and maintains databases; coordinates mandated meetings and works with faculty and staff to ensure compliance, sets up and executes necessary data tracking systems, and handles necessary correspondence. In addition, the person will be required to fulfill other regular duties and commitments required of CCSC faculty and staff.

The Special Programs Administrative Assistant can expect to:

- Maintain caseload data to track service delivery, approaching deadlines, enrollment trends, auxiliary services, academic progress, and student discipline information
- Facilitate timely scheduling of all Team meetings
- Work with the Special Programs Compliance Coordinator on all DESE departmental compliance reviews
- Manage all assistive technology per IEP mandates
- Manage rosters for small group testing for relevant state assessments
- Manage all Special Programs-related mailings, including all IEP and 504 related documents, Procedural Safeguards and quarterly Progress Reports
- Communicate with parents/guardians regularly.
- Research, compile data, and perform other projects as requested by the Special Programs Compliance Coordinator and/or Special Programs Department Chair.

Qualifications:

- Associate's Degree Required; Bachelor's Degree Preferred
- Strong organizational and written communication skills
- Excellent attention to detail
- Ability to juggle multiple projects at once
- Ability to handle confidential information with discretion
- Proficient with MS Office, especially Outlook and Excel, and Google Documents
- Ability to learn new software and technology
- Willingness to learn Massachusetts Special Education laws and regulations

How to Apply

Send a cover letter and resume to Shannon Coyle, Special Programs Compliance Coordinator, SEAA@ccscambridge.org with the subject line "Special Education Administrative Assistant"