



Special Education Compliance Coordinator (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 specific position is entrusted with ensuring compliance in our special education department. Working closely with the special education department chair and members of the leadership team, the compliance coordinator develops and executes internal policies and systems, monitors program performance, conducts regular audits, and handles communication and coordination with the Department of Elementary and Secondary Education. The compliance coordinator leads compliance-related professional development for the special education department and, occasionally, the entire staff. This coordinator also supervises the special education administrative assistant. As a fully integrated member of our community, the compliance coordinator fulfills all regular duties and commitments required of CCSC staff and faculty. This is a 12-month position.

The Special Education Compliance Coordinator can expect to:

- Ensure IEP, 504 and EL plan compliance
- Hire and support ancillary service providers (SLP, OT, school psychologist)
- Write special education grants
- Collaborate on and execute professional development for faculty and staff related to Special Education
- Coordinate and monitor out of district placements
- Serve as administrator of online Special Education software
- Monitor and respond to DESE advisories, memorandums and indicators related to Special Education
- Maintain the Special Education department protocols and procedures manual
- Coordinate, monitor and participate in BSEA mediation
- Serve as Special Education administrator in select IEP and disciplinary meetings
- Represent Special Education department at annual orientations for new student families
- Complete annual program evaluations for Special Education
- Supervise the Special Programs administrative assistant
- Oversee maintenance of Special Education data dashboard
- Oversee Special Education and progress reporting
- Oversee IEP development cycle including identification, evaluation, and annual meetings
- Coordinate state compliance reviews including Coordinated Program Reviews of Special Education
- Serve as Special Education liaison to the Department of Elementary and Secondary Education

Qualifications:

- BA or BS required; appropriate graduate coursework preferred
- Compliance-related work experience in a similar setting preferred
- Special Education certification preferred

How to Apply

Send a cover letter and resume to Caleb Hurst-Hiller, Head of School, at seccjob@ccscambridge.org with the subject line "CCSC Special Education Compliance Coordinator".