



### Special Programs 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 programs department including Special Education and EL programming. Working closely with the special programs department chair, and EL teachers, as well as 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 programs department and, occasionally, the entire staff. This coordinator also supervises the special programs administrative assistant and EL teachers. 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 Programs Compliance Coordinator can expect to:

- Ensure IEP, 504 and EL plan compliance, including oversight of the IEP development cycle including identification, evaluation, and annual meetings
- Collaborate on and execute professional development for faculty and staff related to Special Education and EL services
- Serve as Special Programs liaison to the Department of Elementary and Secondary Education, which includes monitoring and responding to DESE advisories, memorandums and indicators related to Special Education and EL services
- Coordinate state compliance reviews including Coordinated Program Reviews of Special Education and EL Programming
- Write special education grants
- Coordinate and monitor out-of-district placements
- Maintain the Special Programs department protocols and procedures manual
- Complete annual program evaluations for Special Education and EL programs
- Supervise the Special Programs administrative assistant
- Oversee Special Education and EL progress reporting as well as the department's data dashboard
- Hire and support ancillary service providers (SLP, OT, school psychologist)
- EL program oversight, including identifying and determining appropriate programming for students eligible for EL and FEL services, facilitating the annual ACCESS assessment, overseeing curricula, procedures, and scheduling.
- Work with a diverse student body from Cambridge, Boston, and surrounding cities
- Sustain a school-wide culture of respect and actively use the school's Positive Behavioral Interventions and Supports (PBIS) system
- Communicate with students' families on a regular basis
- Participate in myriad forms of professional development as scheduled for all faculty

C O M M U N I T Y



CHARTER SCHOOL OF CAMBRIDGE

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**Qualifications:**

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

**How to Apply**

Send a cover letter and resume to Caleb Hurst-Hiller, Head of School, at [spccjob@ccscambridge.org](mailto:spccjob@ccscambridge.org) with the subject line "CCSC Special Programs Compliance Coordinator".