

### **Special Programs Administrative Assistant (full-time)**

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. In order to prepare each graduate for success in college, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known well. CCSC seeks dedicated, outstanding, and diverse faculty and staff to build upon our rigorous academic program and strong school culture. CCSC has been honored for its work myriad times over the school's short history. Most recently, CCSC received an official state commendation--the only public combined middle/high school commended to receive this honor. CCSC is one of two charter school finalists nominated for the prestigious Pozen Prize this year, which is based on the academic performance of all students and subgroups over the past three years.

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, SPAA@ccscambridge.org with the subject line "Special Programs Administrative Assistant"