



Special Programs Department Chair (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 a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our diverse and talented team. Educators will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

This specific position entails supporting, managing, and evaluating members of the special programs department in their work with special education students within the school's full inclusion model. The chair leads department-wide professional development (and occasionally staff-wide professional development as well), using data to evaluate course decisions and strategic programming within the department. The chair is also a learning specialist, handling a smaller caseload and providing some inclusion support. In addition, the faculty member serves as an advisor and fulfills all regular duties and commitments required of all CCSC staff.

The Special Programs Department Chair can expect to:

- backwards plan department's professional development year-long calendar based on short- and long term goals
- facilitate biweekly department meetings and other professional development sessions
- evaluate faculty and participate in Supervision and Evaluation and Instructional Leadership Teams
- use data to track academic success/improvement of students in Special Programs
- in tandem with administrators, manage the hiring process for the Special Programs department
- meet regularly with and support the work of ancillary service providers (speech and language and OT)
- attend and/or oversee IEP meetings as needed
- write IEPs and 504 plans for her/his caseload and oversee department-wide work in this area
- teach within a special education inclusion environment that may involve co-teaching classes with regular education teachers and teaching students with a wide range of academic skills and abilities
- work with a diverse student body from Cambridge, Boston, and surrounding towns
- sustain a school-wide culture of respect for school rules and actively use the school's demerit, merit and reflection system
- serve as an Advisor to a small group of students
- communicate with students' families on a regular basis
- participate in professional development as scheduled for all faculty



Qualifications:

- applicable special education graduate coursework strongly preferred
 - BA or BS required; MA preferred
- appropriate certification in special education required
 - if certification is from a state other than MA, MA certification must be secured by the end of the first year at CCSC
- teaching experience in a similar setting preferred
- ability to support or co-teach more than one subject preferred
- if not SEI endorsed, charter school teachers must earn the endorsement by the end of their first year at CCSC with English Language Learners in any of their courses

How to Apply

Send a cover letter and resume to Ali Nomani, High School Principal, and Becki Norris, Middle School Principal, at spchairjob@ccscambridge.org with the subject line "Special Programs Department Chair."