



Special Education Coordinator 2022-23 (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 expectations with an environment of unconditional affection, acceptance, and belonging in which all students can grow and achieve. CCSC seeks dedicated, outstanding, and innovative staff who are interested in:

- Joining our exceptionally diverse and talented team (35% faculty of color, 50% administrators of color for the 2021-2022 school year);
- Contributing to our rigorous academic program and strong school culture;
- Supporting the school’s commitment to anti-racism, equity and restorative justice, which is reflected in our daily practices, policies, and systems; and
- Learning through professional development that is team-based and includes an extensive focus on race and equity.

CCSC is consistently one of the highest ranking middle/high schools in the greater Boston area. Please visit www.ccscambridge.org to learn more about our work.

This is a 12-month position, with time off during all school vacations as well as 3 weeks’ additional vacation. In addition, the person will be required to fulfill other regular duties and commitments required of CCSC faculty and staff. This position starts July 1, 2022. Working closely with the Director of Student Support, the Special Education Coordinator can expect to:

- Serve as the Special Education administrator in a subset of annual review, initial, and reevaluation IEP meetings and in all MDRs and 45-day extended evaluation meetings
- Execute 45 day referrals
- Manage all referrals for special education evaluations
- Provide feedback to Special Education Teachers and related service providers on IEP development of all meetings attended
- Provide substantive feedback on the quality of Progress Report writing and support Special Education teachers in generating and executing action steps that allow students to make effective progress
- Facilitate timely scheduling of all IEP meetings
- Manage all Special Education related mailings
- Coordinate and participate in Extended School Year programming
- Oversee accommodation delivery for state and district-wide assessments, including completing the PNP for MCAS testing
- Serve as the administrator of online Special Education software (eSped), including ensuring appropriate access and training for all staff members
- Continually maintain the Special Education Department Protocols and Procedures Manual
- Coordinate After School Learning Lab (ASLL) programming
- Continually monitor special education related compliance, including leading state compliance reviews, authoring grants, and liaising with BSEA
- Work with the Director of Student Support to collaborate on and execute professional development for faculty and staff related to Special Education rules and regulations
- Coordinate Tiered Focused Monitoring reviews by DESE and work with the Director of Student Support to develop, implement, and monitor Corrective Action Plans based on findings
- Maintain data on the Special Education Dashboard
- Work with the Director of Student Support to coordinate and support services related to the provision of IEPs
- Assist the Director of Student Support with department related hiring processes
- Plan and facilitate productive bi-weekly special education department meetings, Data Day, and other department-based professional development



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Qualifications:

- Masters Degree required in Special Education or Education
- Special Education Mild/Moderate license; PreK-8 or 5-12 required
- Compliance-related work experience in a similar setting preferred

Compensation:

The starting salary for this position is based on our teacher salary schedule with a \$10,000 leadership bonus. Depending on experience and education level, total salary could range from \$75,000-\$95,000.

How to Apply

Send a cover letter and resume to Katie O’Hara Director of Student Support, at spjobs@ccscambridge.org with the subject line “Special Education Coordinator.”