



NOVATO CHARTER SCHOOL
940 "C" Street, Novato, CA 94949
Ph: 415-883-4254 | Fax: 415-883-1859
www.novatocharterschool.org

TITLE: Certificated Special Education Coordinator

Competitive Compensation & Benefits Based on FTE

QUALIFICATIONS:

We seek candidates who have high academic standards, the ability to respect and engender the respect of students of all ages, the knowledge, skills, and enthusiasm to engage students of all temperaments and ability levels, and the interpersonal skills to work collaboratively with colleagues, administration, and parents. Strong skills in art, music, and/or drama are highly desired for faculty positions. We recommend that all applicants review our [Website](https://novatocharterschool.org/) (<https://novatocharterschool.org/>) and Core Values and Mission Statement.

JOB SUMMARY:

The Special Education Coordinator is the lead instructor for Novato Charter School's K-8 Special Education Program. The Sp. Ed. Coordinator is also a key member in the development and implementation of a Multi-Tiered System of Support Program (MTSS), working collaboratively within a team that includes the Executive Director, general education teachers, designated instructional service providers, and RTI support staff.

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Duties and Responsibilities include, but are not limited to, the following:

- Coordinates all special education programs and services;
- Coordinates team meetings with service providers;
- Responsible for attending mandated SELPA meetings;
- Responsible for SELPA program related reporting requirements;
- Interprets and implements all state and federal special education requirements to ensure compliance
- Responsible for hiring staff and independent contractors;
- Responsible for supervising and evaluating all special education staff and independent contractors;
- Plans and implements professional development programs;
- Responsible for student records system (SEIS);
- Responsible for ensuring delivery of all the prescribed services on IEPs;
- Interprets and implements all state and federal special education requirements to ensure compliance
- Serve as case manager to assigned special education students
- Administer standardized ability and achievement tests, and interpret results to determine

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students' strengths and areas of need

- Teach socially acceptable behavior through positive behavior support strategies.
- Work effectively with students individually or in small groups across developmental stages in grades K-8 for both academic and social-emotional/behavioral needs
- Demonstrate competence in scaffolding and instruction of core curriculum in grades K-8
- Complete standardized and criterion-based assessments and write summary reports in preparation for initial and triennial IEP evaluations
- Implement and support paraprofessionals to provide research-based interventions and services aligned with the three tiers of the Multi-Tiered System of Supports pyramid, including specialized academic instruction per students IEPs, providing one-to-one or small group instruction, direct services and push-in or pull-out intervention as required by IEP.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Input and maintain all required student information in SEIS
- Maintain a welcoming, organized, and effective learning center/classroom for students with mild to moderate special needs.
- Maintain, monitor and prepare teaching materials, supplies and equipment inventory
- Maintain confidentiality of all student information according to the Family Educational Rights and Privacy Act (FERPA) compliance guidelines
- Maintain attendance and enrollment records of assigned students with IEPs and their instructional participation, speech, counseling and occupational therapy. This documentation of attendance and participation can be documented by the students' schedules for participation in these programs.
- Maintain and develop knowledge of best practices in teaching students with IEP's who have a range of abilities including students who have a wide variety of social, emotional, physical, and learning challenges. This includes attending continuing education trainings as appropriate
- With regard to the previous point, the SET should understand the continuum of services for Least Restrictive Environment (LRE) as deemed appropriate for each student's IEP. As such, he/she may spend a portion of the day in a general education classroom assisting students and assisting general education teachers to adapt lessons to meet the needs of the students with disabilities in their classes
- Use computers, iPads/tablets, audiovisual aids, and other equipment and materials to supplement instruction. Provide assistive devices, supportive technology, and assistance accessing facilities such as lockers or restrooms.
- Attend weekly faculty meetings, SST meetings, IEP meetings, and/or other student support meetings
- Provide support in school wide academic screenings
- Be comfortable and compassionate in maintaining ongoing communication with parents
- As a Public Waldorf School, the SET is willing to learn and integrate Waldorf-informed pedagogy in conjunction with traditional evidence-based practices for remedial education

DESIRABLE ABILITIES:

Be flexible; work in an atmosphere of unpredictability and challenge; examine one's own knowledge and seek out opportunities for professional development; function as a member of a professional team; and function as a role model for children and parents.

Education and Experience:

- B.A. or B.S. required; Master's Degree preferred

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- Appropriate California Education Specialist Teaching Credential required
- 3+ years teaching experience serving K-8 (Elementary & Middle School) students preferred)
- Knowledge of curriculum, education code, and special education law/policies.
- Full clearance of TB test, fingerprints, and any other state or federal requirements
- State of California residence
- Bilingual in Spanish a plus

OTHER REQUIREMENTS:

- Department of Justice Fingerprint Clearance
- TB Clearance
- COVID - 19 vaccination as defined by the California Department of Public Health or agree to weekly testing when recommended by Marin County Public Health.
- Proficiency in MS Excel, MS Word, and Outlook, including experience using them in a professional capacity

WORKING CONDITIONS:

- Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls.
- The position also entails significant walking, bending, standing, stooping, and possible physical interventions in order to maintain a safe learning environment.
- Assignment may require the ability to physically move students or equipment weighing up to 50 lbs., position students in specialized equipment and/or change diapers as needed.

The job description may be revised by the Executive Director at any time.

REPORTS TO: Executive Director

TO APPLY

Interested candidates should submit:

- Resume
- Cover letter describing your interest in this exciting position and why you are an optimal fit, including how your teaching philosophy, approach to student learning, and educational expertise would contribute to the Novato Charter School
- 3 references with Name, Email, Phone Number and Title/nature of working relationship.

ABOUT US:

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NCS is guided by the core principles of Public Waldorf Education serving approximately 280 students in grades TK-8. NCS's talented faculty is supported by an involved parent body. In addition to our class teachers, our curriculum provides Specialty Teachers for classes in Spanish, Music, Games & Movement, Organic Gardening, Handwork, and Middle School Math. You will find our faculty warm, supportive, accepting and devoted to their school. We have a great time working together as we hone our craft as Waldorf educators in the public sector. We offer a competitive salary as well as health, retirement benefits, and a school year calendar designed for sustainable teaching and learning. We offer priority enrollment for students of hired faculty members.

Novato Charter School prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints about discrimination or harassment based on the above, please contact the Title IX Compliance Officer: NCS Executive Director 940 C Street, Novato, CA 94949; (415) 883-4254; NovatoCharterHR@NUSD.org

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