

**Coweta Charter Academy at Senoia**  
**6675 East Highway 16, Senoia, GA 30276**  
**(Peachtree Baptist Church)**

**Immediate Full-Time Vacancy:**  
**Student Support Services Coordinator**  
✿ **This position's focus is Special Education** ✿

We are proud to announce the opening of the Coweta Charter Academy at Senoia for the 2010-2011 school year. Coweta Charter Academy is offering grades Kindergarten, First and Second to the Senoia community during its start-up year. The School is committed to expand its services to include grades 3<sup>rd</sup> through 8<sup>th</sup> in subsequent school years.

Coweta Charter Academy at Senoia is a proud member of Charter Schools USA's Great Family of Schools! Our company is a pay-for-performance organization that also promotes continued teacher training and professional growth in the field of education.

Coweta Charter Academy seeks an experienced Student Support Services Coordinator to support our student in Special Education. The primary priority of this position is to work in partnership with parents, students, and regular education teachers in accordance with the school's mission and vision in order to promote student achievement. The following responsibilities and duties are the means to achieve that end while maintaining compliance with Federal and State Regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Instructional Responsibilities**

- Prepare for and conduct Parent and student conferencing according to school policy.
- Student instruction in modalities instituted by school and assigned program (may include but are not limited to: Individual or Group Direct Synchronous Instruction, Learning Support, Life Skills Support, Itinerant Support, Resource Room Support, co-teaching, writing lesson plans, telephone conferencing and instruction, Parent Learning Opportunities).
- Collect data and appropriate work samples.
- Plan and conduct appointments with parents as needed.
- Assist regular education teachers with specially designed instruction when necessary.
- Participation at monthly outings encouraged.
- Provide support for ESE student achievement in the general class through training teachers and assisting with implementation of school inclusion plans.
- Arrange for and assist with training for inclusionary practices.
- Act as informational liaison for inclusion as appropriate.
- Assists with planning for classroom and testing accommodations for students with disabilities.
- Models strategies for inclusionary practices as appropriate.
- Provides assistance with developing and adapting curriculum materials and educational practices to meet the needs of students and teachers.

**Monitoring and Compliance Responsibilities**

- Collaborate with regular education teachers to monitor student progress and compliance (including student compliancy issues, withdrawals, etc.)
- Proctor standardized tests.
- Complete student progress reports four times a year (quarterly)

### **Special Education Responsibilities**

- Maintain IEPs, Quarterly Reports, Progress Monitoring for caseload.
- Develop and Implement IEPs with measurable goals using Progress Monitoring.
- Collect and Report Progress Monitoring Data for all student goals.
- Conduct IEP meetings within timelines.
- Make data-driven instructional decisions to improve student outcomes.
- Complete Quarterly Progress Reports.
- Maintain accurate and compliant special ed. data (class lists with contact info, related services info, IEP due dates, etc.).
- Complete reevaluations in accordance with Regulations and best practice.
- Complete all special education paperwork accurately, according to regulations, and on time.
- Develop and monitor appropriate transition plans for students of transition age.
- Maintain communication with Related Service Providers and Case Managers to ensure compliance with provision of services, evaluations, and quarterly progress reports.
- Administer diagnostic assessments as needed.
- Obtain and maintain compliant special education student files.

### **Communication Responsibilities**

- Communicate with Regular Education Teachers and Administrators when necessary.
- Participate in weekly team meetings.
- Acknowledge e-mails and voice mails within 24 hours (excluding weekends, holidays, etc.).

### **Professional Development Responsibilities**

- New Teachers participate in New Teacher Training (for all new teachers and returning teachers).
- Participate in State specific training.
- Attend Professional Development as designated on school calendar (travel may be required).
- Participate in observational/mentoring meetings with direct supervisor.
- Complete self-evaluation and participate in annual professional evaluations.
- Work toward proficiency in software and technology necessary for performing duties.
- Participate in weekly special education department calls.
- Participate in weekly program calls.

### **Qualifications:**

- State Certified in Special Education as well as Highly Qualified (HQ) status in the subject areas and grades assigned.
- Certified in at least two areas of Exceptional Education, preferred.
- Successful results of criminal and employment background check.
- Command of grades/subject specific content and theoretical knowledge of learning theory, including motivation, reinforcement, evaluation and feedback techniques.
- Minimum of three (3) years successful teaching experience.
- Effective instructional delivery techniques and excellent communication skills.
- Such alternatives to the above requirements as CSUSA may find appropriate and acceptable.

**Competitive Salaries:**

Our Pay-for-Performance Bonus Plan ensures that our top performers are eligible to receive pay-for-performance bonuses.

**Benefits:**

Charter Schools USA offers competitive salaries and a comprehensive benefits package including medical and dental benefits, vacation and PTO, paid holidays and much more. Charter Schools USA is an Equal Opportunity Employer.

If you qualify for the above position, are looking for a rewarding work experience, and would like to apply for this employment opportunity, please send your resume to Gina Faya, Director, Recruitment and Career Development.

Gina's email is: [gfaya@charterschoolsusa.com](mailto:gfaya@charterschoolsusa.com). If you have any questions please contact Gina at (954) 202-3500, Ext. 1225, or at her mobile number: (305) 978-3194. Our team will review your resume immediately upon receipt.