



East Voyager Academy Job Posting

Job title: Special Education Coordinator

Job location: 7429 Tuckaseegee Rd. Charlotte, NC 28214

Date posted: 3-5-2018

Job type: Full-Time

Compensation: Competitive salary based on experience, Retirement Plan, Health Insurance, Optional 403b, etc.

Job category: 10 month

Job description: Ability to work collaboratively with Principal/CEO to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the school is in compliance; handle confidential information discretely and professionally; use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school's lead representative/contact person of programs for special needs students; effective management, supervisory, team-building, and problem solving skills

Performance Responsibilities

1. Assume responsibility for Child Find activities including the coordination of all schools' referral activities and preschool screenings.
2. Collaborate with administrators regarding the discipline of students with disabilities.
3. Assist with interviewing special education staff members; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
4. Facilitate and/or participate in all matters of dispute resolution with the NC Department of Public Instruction and the Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
5. Provide accurate and timely data to the NC Department of Public Instruction for evaluating outcomes for students with disabilities.

6. Develop, monitor, supervise and manage all aspects of the annual budgets for special education and audiology services; coordinate budget requests with individual schools relative to instructional programs.
7. Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.
8. Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school.
9. Monitor compliance with School Board Policies and Regulations and work with the School Board attorneys and school administration to develop required policy changes.
10. Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, administrators, and community members.
11. Maintain accurate database and files of former and current students served in special education.
12. Maintain a permanent inventory of equipment available to students with disabilities and all equipment and materials purchased by the school division for special education.
13. Prepare reports and information for the school board including the Special Education Annual Plan and the application for federal funds.
14. Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
15. Advise on the design, furnishings, and equipment for special education classrooms and facilities.
16. Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
17. Engage all new staff members in effective induction procedures and facilitate continued professional development through ongoing training opportunities.
18. Plan and implement professional development for staff
19. Serve as the school's liaison in all matters concerning special education
20. Perform all duties assigned by Principal/CEO.

Education, training, experience:

- ❖ NC Special Education Certification
- ❖ Masters Degree in Special Education/Education
- ❖ 5 years experience as a Special Education Educator in NC Schools Preferred, but not required.
- ❖ Knowledge of Mandarin or Foreign Language Immersion Not Required

To Apply Email Detailed Resume or Curriculum Vitae and Letter of Interest to:

Timothy L. Murph, Ed.D
Principal/CEO
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