

## **Exceptional Student Services (ESS) Coordinator and Literacy Specialist**

Community Prep School, a leader in innovative practices in alternative educational programming in Colorado Springs, is seeking an Exceptional Student Services (ESS) Coordinator and literacy specialist to join the leadership team. The Exceptional Student Services (ESS) Coordinator is responsible for ensuring the quality and compliance of student entitlement programs including those serving students with IEPs, 504 plans, Advanced Learning Plans (Gifted and Talented), and English Language Learner plans. This versatile candidate will demonstrate expertise in records management, collaboration, assessment, compliance, and IEP staffing duties. Prior teaching experience at the high school level with lesson planning, formative and summative assessment, and data analysis is highly desired. Must have patience, flexibility, sense of humor and the ability to be a strong team player with collaboration skills.

Reports To: School Director

Status: Full time

Salary: Competitive--Commensurate with experience and qualifications

Work Days: Beginning July 10, 2018 through June 30, 2019

Benefits: Paid Medical/Dental/Vision, PERA, Life, Disability as per organizational policy

FLSA Status: Exempt

Candidates with experience and/or training in PBL-Project Based Learning, PBIS-Positive Behavior Intervention Systems, Reading Plus, Trauma Informed Care, WBL/Service Learning, and/or MTSS are highly desired and will receive priority consideration.

### **Essential Characteristics/Skills**

- High expectations with a belief that ALL students can be career and college ready.
- Ability to collaborate around the development and implementation of creative solutions to address both immediate and systemic problems
- Highly organized and systematic professional practices.
- Knowledge of subject areas, curriculum, and standards-based education.
- Desire, ability, and enthusiasm to build relationships with resistant youth and diverse student populations in the learning process.
- Technological expertise across multiple platforms. (Preferably Alpine reporting systems)
- Simultaneously highly organized and highly flexible.

### **Essential Responsibilities/Duties**

- Participate in building level leadership team.
- Maintain accurate, complete and correct records as required by law, district policy, and administrative regulation.
- Oversee the management of the educational programs for all IEP students at CPS.
- Follow Federal and State Laws, Board of Education policies and approved District practices regarding special education students.
- Develop, plan, and implement multi-sensory instruction, accommodations, and adaptations to educational programs for a wider range of academic, social/emotional, mental, and physical needs.

- Conduct benchmark and criterion-referenced assessments to drive targeted, intensive instruction to meet individual student needs.
- Conduct all assessment required with determining student special education eligibility.
- Communicate with parents through conferences and other means to discuss students' progress and interpret programming.
- Participate in the building level pre-referral process including the MTSS process.

### **Qualifications**

Bachelor's degree in education or other related discipline.

Valid CDE teacher licensure with Special Education endorsement or ability to obtain endorsement.

### **To Apply**

The ESS coordinator/Literacy specialist position will be posted through June 11, 2018.

Employment will begin on July 10, 2018.

Interested candidates send the following documents to [hiring@communityprepschool.org](mailto: hiring@communityprepschool.org)

- Resume
- Cover letter
- Certifications
- 3 references

Community Prep School is an Equal Opportunity employer. Community Prep School will not tolerate discrimination against any employee or candidate for employment because of race, color, national origin or ancestry, gender, age, religious convictions, sexual orientation, gender identity, or disability. All qualified candidates are encouraged to apply.