

## **Special Education Coordinator** ***Tapestry Public Charter School - Clayton County***

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own future.

Utilizing small, multi-age classrooms with flexible groupings and authentic hands-on learning experiences, Tapestry will provide a student-driven, experiential, sensory-based learning environment. All students will be respected, loved, and valued as the most important members of the school community. More about Tapestry may be found at [tapestrycharter.org](http://tapestrycharter.org).

Tapestry serves approximately 300 students from 6th through 12th grade.

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- Work Schedule: Full Time, 11 month employee, 213 days
  - Hours: 8:00am to 4:00pm
  - Reports to: Principal
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### **Job Summary:**

Tapestry Public Charter School is seeking an energetic and innovative Special Education Coordinator, who will be responsible for ensuring the coordination and compliance of our special education and related services, including IDEA, federal and state laws, rules and regulations. The ideal candidate must work collaboratively with team members and must possess excellent written and verbal communication skills.

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### **Essential Functions:**

*The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Ability to provide training, mentoring, guidance, support, and monitoring of the school's Special Education Teachers regarding compliance with the IDEA and related federal and state laws, rules, and regulations.
- Build strong partnerships with parents, school leaders, counselors, and instructional personnel in order to build support for students with disabilities.
- Understand and be able to implement and/or monitor student IEPs, and FAPE rules and regulations.
- Organize and monitor Special Education evaluations and re-evaluations.
- Build and maintain relationships with the county's Special Education department members.
- Work with school leadership to ensure students with disabilities have access to the state-approved general curriculum and to the maximum extent appropriate, be educated with their non-disabled peers.
- Work with school leadership to ensure students with disabilities are included appropriately in all state mandated testing and assessments.
- Partner with school leadership and teachers to ensure that activities of daily operations are conducted effectively and efficiently to support the education of students with disabilities.
- Actively participate in the Academic Excellence committee, Special Education teacher meetings, and other assigned committees.

- Provide Special Education staff with mentorship, observation feedback, and appropriate professional development opportunities.
- Perform Speech coding for FTE twice a year.
- Assist with the interviewing process for Paraprofessionals and Special Education teachers
- Assist with the training process for Paraprofessionals and Special Education teachers
- Interview, evaluate and hire vendors used to provide Special Education Services
- Provide effective communication and support to parents, leadership and school staff regarding the education of students with disabilities.

### **Essential Qualifications:**

- Master's Degree in Special Education, school counseling, psychology, or a related field required.
- 3 years successful experience teaching Special Education students in a classroom setting
- Teaching certification in Special Education
- Ability to maintain immaculate records

### **Preferred Qualifications:**

- Experience with RTI, SST, 504, state-mandated testing, and a knowledge of federal and state laws related to exceptional student education.
- Experience teaching in a co-taught classroom setting.
- Ability to work collaboratively with colleagues and contribute to a diverse workplace through ideas and experience.
- Ability to communicate effectively with students, staff and the public from diverse cultural, social, economic and educational backgrounds.
- Computer proficiency in Google Suite, Word, and Excel, as well as software applications relevant to the area of responsibility.

### **Benefits:**

- Participation in the Teachers Retirement System of Georgia (TRS).
- Employer-paid subsidy toward the first \$400 of school-sponsored health benefit plans.
- Access to health, dental, vision, life, and other voluntary benefits.
- Flexible Spending Account (FSA) options

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

### **Application Process**

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references; and
4. A statement of philosophy of education.

Please email application materials to Maria Kepler, Principal, at [jobs@tapestrycharter.org](mailto:jobs@tapestrycharter.org). Applications that do not include all four components may be considered incomplete.

**Application Deadline:** Open until filled.

## **Equal Employment Opportunity and Background Check**

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.