



Special Education Coordinator

Reporting To: Principal

Position Type: Full-Time

Contact: joinourteam@ecsonline.org

About ECS

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. Environmental Charter Schools (ECS) is a non-profit charter management organization with a growing network of free public schools in south Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments.

Since its inception in 2000, ECS has been providing students with a unique learning experience that utilizes environmental service learning to inspire our students to find authentic meaning in their studies. ECS now proudly serves over 1,200 students at two middle schools (Gardena and Inglewood) and two high schools (Lawndale and Gardena). ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in U.S. News & World Report, 100% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

The Opportunity

Environmental Charter Schools is seeking a talented and dynamic Special Education Coordinator to support our student learners.

Responsibilities

- Oversee/manage a caseload of special education students and the implementation of their IEP in inclusive, self-contained and pull-out settings.
- Ensure appropriate delivery of both special education instruction and related services as stipulated on IEP.
- Ensure compliance by the school with all local, state and federal laws and regulations relating to students with IEPs and students referred to special education.
- Ensure that services provided by contractual personnel are of high quality, provided in the LRE and are aligned with students' IEPs.
- Effectively communicate to parents and guardians the special education process including a process for referrals, evaluations, annual IEPs, and re-evaluations as well as parental rights granted by IDEA.
- Facilitate IEP meetings using a strength-based and family-centered approach.
- Coordinate with student's special education team to ensure all documents are completed in a timely manner and all stakeholders are prepared for IEP meetings.
- Coordinating with special education team to complete semester IEP progress reports and provide reports to parents/guardians
- Provide training and technical assistance to case managers, teachers, related service providers and support service professionals on cases management: use of special education computer systems, goal writing, progress reports, annual reviews and parent communication.
- Ensure IEPs are developmentally appropriate, curriculum/standards-based, strength based, and relevant to individual students.



- Work to maintain school and LEA tracking and data system that include: student information related to IEPs, services, service hours, evaluations, referrals, timelines in which evaluations were completed and discipline incidents documented.
- Support the planning of special education initiatives and implementation. Integrates new developments, research findings, and best practices into ongoing programs and new initiatives.
- Identify and develop appropriate curriculum and school-based assessments to support the academic growth of students with IEPs.
- Gather and report data for all reporting requirements concerning students with IEPs and other required reports (to the State, Department of Education, census, grant applications, annual report, etc.).
- Maintain high level of knowledge regarding changes in federal and local special education policy.
- Establish and maintain communication with parents of students in the program.
- As appropriate connect students with outside providers, pediatricians, and therapists to support student's needs in the classroom.
- Maintain confidentiality of student records and student information.
- Other duties as assigned.

Qualifications

- California Education Specialist Instruction Credential, Level I, II, III
- Minimum Education - Bachelor's Degree and certification in Special Education
- Preferred Education - Master's Degree in Special Education and certification in Special Education
- Minimum Experience - 1 to 2 years of successful classroom teaching experience in an urban school setting as a special education teacher
- Preferred Experience - 2 or more years of successful classroom teaching experience in an urban school setting as a special education teacher
- Demonstrate an advanced understanding of instructional strategies for students with autism, developmental delay, specific learning disabilities, and behavior disorders
- Extensive background knowledge with SEIS
- Demonstrate strong skills in partnering with families
- Demonstrate excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, families, and community members
- Have a passion for improving outcomes for low income students of color
- Adhere to a high level of professional and ethical standards
- Commitment to the success of all students and the ECS mission, vision, and values

The Perks

- Competitive compensation package inclusive of a generous benefits package
- Enrollment in CalSTRS
- Voluntary Benefits (Supplemental Life, Accident, Short Term Disability, etc.)
- Support with application to loan forgiveness programs, and access to 403b Retirement Plans
- Small Learning Communities with smaller class sizes and lower student to counselor ratios
- Credentialing and Induction support
- Social and Environmental Justice Focus



- Personal growth and enrichment opportunities

This job primarily operates on a school site and in classrooms and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).

Although ECS is not currently mandating that employees be fully vaccinated against Covid-19, it is possible that this will be a requirement in the future (subject to state and federal guidelines).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact the Human Resource Administrator at (310) 214-3408.