



Public Charter
SCHOOL DISTRICT

Special Education Assistant

Job Brief

The South Carolina Public Charter School District is looking for an enthusiastic and self-motivated professional to step into the role of Special Education Assistant at the District office. The employee will be responsible for performing a variety of professional, administrative, and management work in the areas of Special Education and Section 504. This position requires an emphasis on support and respectful, responsive service to district and school-based staff to benefit the outcomes of students with disabilities. The position requires attention to compliance requirements and supporting staff in professional development opportunities. This position is based out of our district office in Columbia and reports to the Chief Special Programs Officer.

Responsibilities

- Monitors and supports schools regarding Special Education compliance of timelines and requirements.
- Reviews and supports schools in the alignment of data between the state student information system and state IEP system.
- Reviews data for accuracy and supports schools in the correction of data for the district Special Education reporting requirements.
- Oversees and manages user management in the digital platform for students with disabilities.
- Assists the Director of Special Education with problem-solving errors and process corrections for the digital platform for students with disabilities.
- Provides support in the planning and implementation of district level professional development for students with disabilities.
- Supports the Special Education team in any clerical, compliance, and data needs.
- Effectively interacts, builds relationships, and communicates (oral and written) with diverse stakeholders, perspectives, and situations.
- Experience in navigating and utilizing the South Carolina mandated IEP system.
- Demonstrates knowledgeable, independent, and objective judgment in problem-solving.
- Effectively manages personal tasks and calendar.
- Produces high quality output as an individual and in a team environment.
- Establishes and maintains a productive, ongoing system of communication with school and district personnel.
- Other duties assigned.

Requirements

- At a minimum, associate degree.



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- At least five years of experience working in schools or school district offices, preferred experience around students with disabilities; or equivalent experiences which provides the required knowledge, skills, and abilities.
- Committed to building great schools for the children of South Carolina.
- Foundational knowledge of the principles of responsibilities of public charter authorizers in South Carolina.
- Proven experience with accuracy, attention to detail, and timelines.
- Knowledge in data analysis and data driven decision making to improve student outcomes.
- Customer service approach to supporting stakeholders.
- Excellent oral and written communication skills, time management skills, and the ability to prioritize work.
- Competency in MS Office, Google, and PowerSchool.
- Able to navigate, run reports, and utilize processes in state information systems.

Applicants should submit a letter of intent and resume to Susan Howard, showard@sccharter.org, Chief Special Programs Officer, by February 23rd.