



## **Special Education Coordinator**

### **Job Brief**

The South Carolina Public Charter School District is looking for an enthusiastic and self-driven professional to step into the role of Special Education Coordinator at the District office in Columbia. The incumbent will be responsible for performing a variety of professional, administrative, and leadership work in the areas of Special Education and Section 504. This position requires an emphasis on support and respectful, responsive service to school-based staff and stakeholders with the purpose of improving outcomes for students with disabilities. The employee must demonstrate knowledge regarding federal and state statutes and regulations regarding students with disabilities. Professional development knowledge and abilities are included in this role, not limited to; research-based methodologies, data collection, conflict resolution, progress monitoring, effective IEP development and implementation. This position reports to the Chief of Support and Implementation via the Director of Special Education.

### **4 Core Functions**

- Monitor the implementation of required policies and procedures applicable to students with disabilities.
- Directly support schools and stakeholders with application of knowledge of principles, practices of assessment, data collection, and interpretation of data.
- Evaluate and support the effectiveness of existing programs and the ability to make recommendations for improvement.
- Exercise knowledgeable independent, objective judgment in determining eligibility, service options, and placement of students with disabilities in the least restrictive environment.

### **Responsibilities**

- Maintain a high level of knowledge and application of federal and state statutes and regulations regarding students with disabilities.
- Effectively work and communicate (oral and written) with diverse stakeholders, perspectives, and situations.
- Knowledgeable in navigating and problem-solving the South Carolina mandated IEP system.
- Assist the Director of Special Education to analyze educational needs of the district to develop and conduct technical assistance to support staff in mandates and best practices of students with disabilities.
- Serve as a liaison among parents, schools, and other educational stakeholders to support students with disabilities.



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- Establish and maintain an effective, ongoing system of communication with school and district personnel.
- Assist the Director of Special Education in ensuring oversight of implementation of IDEA programming in the PCSD portfolio schools including academics and behavior.
- Other duties assigned.

**Requirements**

- Master's degree in Special Education and certification in Special Education in South Carolina; or a Bachelor's Degree and certification in Special Education in South Carolina.
- At least five years of successful teaching experience with students with disabilities; or equivalent experiences which provides the required knowledge, skills, and abilities. District experience preferred, but not required.
- Committed to building great schools for the children of South Carolina.
- Working knowledge of the principles of supervision, organization, and administration in education.
- Proven experience with accuracy, attention to detail, and timelines.
- Knowledge in data analysis and data driven decision making to improve student outcomes.
- Proven experience with coaching and/or mentoring educators to develop skills and increase capacity.
- 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 the IEP and Section 504 digital platform(s).

This position has a proposed immediate start date. Applicants should submit a letter of intent and resume to Susan Howard, [showard@sccharter.org](mailto:showard@sccharter.org), Chief of Support and Implementation. This position will remain open until filled.