



Job Description

Position: Special Education Coordinator

Reports to: Executive Director, Principal and Director of Student Support

POSITION ANNOUNCEMENT: Special Education Coordinator

Health Leadership High School is a charter school designed to equip high school students interested in the health sector to becoming leaders in developing healthier communities. We are looking for a committed professional who is interested in supporting special education services for young learners. We value educators who are passionate, creative and motivated to establishing learning environments that meet students' needs and encourage success.

HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT

The mission of Health Leadership High School is to equip students who are interested in health with the skills they need to become leaders in developing healthier communities. Through experiential and project-based learning, our students develop as deep and complex thinkers to have a broad understanding of the determinants of improving healthier communities. Our mission is to take a holistic approach in supporting youth to have successful careers by caring for their intellectual, physical and emotional well-being as students.

POSITION DESCRIPTION

This person is responsible for/facilitates the structures, processes, and supports that ensure the needs of special education students are being met appropriately at HLHS and that HLHS is in compliance with state and federal special education regulations.

Responsibilities include:

- Attends a weekly student support meeting

- Meets with Executive Director and Lead Team regularly

- Facilitates special education team meetings

- Overseeing / managing a caseload of special education students and the implementation of their IEP/504 plans

- Facilitates communication between IEP consultants, parents, leadership, and regular education staff

- Ensuring appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans.

- Collects data needed to evaluate structures and provides data to administration for required reports; keeps data base current and complete with regards to special education student data

Schedules IEPs with notification for both parents and students and obtains consent to test and reevaluation history; sends all documentation out to parents and students

Effectively communicating to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations as well as parental rights granted by IDEA.

Schedules testing for reevaluations and ensure the evaluators have needed space and documentation and communicates testing schedule to HLHS staff

Facilitates contracts for ancillary services including tracking of ancillary needs

Works with Technology Director to make available technology needed for students who require it

Manages paperwork required to maintain compliant documentation for IDEA and state regulations

Facilitates professional development activities related to special education

Facilitates/Participates in the FBA/BIP process for students with IEPs

Attend all IEPs meetings as the LRE unless another special education teacher is attending in this role

Works with outside agencies and other schools regarding special education needs including APS, PED, and other charter schools

Providing training and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of cases management: use of computer systems for the special education process, writing of goal writing, progress reports, annual reviews and parent communication.

Requests files for new students to ensure we have current documentation for student files and creates new student files while archiving students who have left or graduated from HLHS

Schedules and facilitates school visits and open houses for potential parents and students to support the Sped role

Attends transition off campus IEPs for incoming 9th graders

Maintaining a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy.

REQUIRED QUALIFICATIONS

Master's degree or higher
Special Education License
New Mexico secondary teaching license
Ability to pass a background check

PREFERRED QUALIFICATIONS

Experience supporting social /emotional needs of students
Endorsements in multiple content areas
TESOL

To ensure safety for all students, all staff members will be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees. At Health Leadership High School, we seek to embrace equity, diversity and inclusion. We strive to have employees who have a deep commitment to supporting youth and community as a whole. Health Leadership High School is proud to be an equal opportunity employer.