



ACHIEVEMENT PREPARATORY ACADEMY

Building a Foundation to Leave a Legacy

About Achievement Prep:

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve 250 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college and beyond.

Special Education Coordinator

The Special Education Coordinator is part of a team that includes related service providers, psychologists, social workers, administrators and classroom teachers who work collaboratively to identify and provide for students with special needs. Though it is impossible to list all roles the special education coordinator will fill, the Special Education Coordinator:

- Performs educational assessment of students, including an observation of the student, review of the student's educational history, conferences with the student's teachers, and an evaluation and analysis of the student's academic performance and learning characteristics.
- Works directly with teachers to differentiate instruction to meet the needs and goals of students with special needs and/or who are struggling academically.
- Schedules, coordinates, and chairs team meetings.
- Reports educational assessment findings at meetings as appropriate.
- Actively participates in the deliberations and classification of educationally disabled students and assists in the planning of Individual Educational Programs (IEP).
- Acts as a liaison with the classroom teacher(s) for the purpose of ensuring the implementation of the established IEP of an assigned student.
- Assists in coordinating, developing, monitoring and evaluating the effectiveness of the IEP.
- Assists in the identification of all types of exceptional students within the school.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and District law, Board policy and the procedure of the Achievement Prep's special education program.
- Provides thorough and timely reports, data, and information as requested.
- Consults with the appropriate school personnel directly responsible for the implementation of the IEP for special education students.
- Serves as a resource and/or consultant to school personnel on the nature, causes, and solutions to the learning problems of children.

Other

- Researches, plans and coordinates in-service training programs for administrators, parents, teachers, etc. in understanding and meeting the needs of special education students
- Works in teams to plan, problem solve, and support one another on an ongoing basis.
- Participates in professional development and training.
- Attends and participates in staff and other school activities and meetings as appropriate.
- Other duties as assigned by the Head of School.



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Characteristics and Qualifications:

- A commitment to Achievement Prep and its values; an understanding of Achievement Prep's mission and unwavering commitment to fulfill it.
- A high level of personal integrity and professionalism.
- An unwavering commitment to high academic achievement and character development of all students.
- At least three years of successful teaching experience in an urban environment.
- Achievement of NCLB "Highly Qualified" standard. Certification in Special Education desired.
- Ability to provide a stimulating, safe, and appropriate educational environment where children have the opportunity to develop cognitive, social, emotional and physical skills.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and other constituents.
- A team-oriented individual who has the ability to effectively set and communicate goals for the team to achieve.
- Ability to give constructive feedback to facilitate student growth and achievement.
- Openness to receive feedback on issues that will facilitate growth and achievement of both students and faculty.
- Bachelors degree in special education required; Master's degree preferred