



Phoenix Collegiate Academy Special Education Coordinator 2012-2013

Phoenix Collegiate Academy serves the students of the South Mountain Village area. Our mission is to prepare all students to succeed in college and be leaders in our community. We serve students in the 5th through 9th grade. We know that rigorous academics, a disciplined environment, and a “no excuses” attitude will ensure the students we serve close the existing achievement gap.

Job Description

The Special Education Coordinator will be responsible for all facets of education for students struggling to achieve on grade level at Phoenix Collegiate Academy. The Special Education Coordinator will manage all Special Education teachers and work closely with the administrative team.

Characteristics and Qualifications:

- An understanding of Phoenix Collegiate Academy’s mission and unwavering commitment to fulfill it no matter what it takes.
- An expectation that all students will achieve at high academic levels regardless of demographics or disability.
- A high level of personal integrity and professionalism.
- Excellent communication and collaboration skills.
- Competence in the entire instructional planning and implementation process for both regular and special education students.
- Experience educating and/or mentoring urban youth.
- Experience managing others.
- Special Education Certification required and 2+ years teaching experience preferred.

Responsibilities

- Schedule and implement services for students.
- Ensure compliance with all Federal and school level SPED regulations.
- Collaborate and communicate needs of students with all staff.
- Serve as the point of contact for parents of students with special needs.

- Assist in development of intervention plans for all struggling students.
- Teach in a variety of methods including inclusion, co-teaching, and pull-out.
- Organize and coordinate professional development opportunities for general and special education teachers.
- Oversee all testing processes for students in special education and referred students.
- Develop intervention plans for all struggling students.