



**Creative Minds International PCS
Accepting Applications
Special Education Coordinator, SY 2017-18**

Creative Minds International Public Charter School (CMIPCS) is currently seeking an organized, thoughtful individual who is passionate about ensuring that all students have access to high quality education to serve as our Special Education Coordinator. This person will work closely with inclusion teachers, families, and service providers, and will report to the Director of Inclusion.

About CMIPCS

CMIPCS is a tuition-free school located in NW Washington, DC, authorized to serve students from preschool through 8th grade. Now in its fifth year of operation, CMI serves 341 students in Preschool (3 year olds) through 6th grade. Beginning this school year, CMI expanded to include two 6th-grade classes, marking the opening of its new Middle School. Two sections of 7th grade will be added in 2017-2018 with 2 classes of 8th being offered in the subsequent year.

Our mission is to provide students with the foundational skills required for successful participation in a global society. CMI is a unique and dynamic working environment with a respectful and positive school culture. We offer a highly-engaging, international curriculum with project- and arts-based activities with an emphasis in STEAM that foster creativity, self-motivation, social and emotional development, and academic excellence.

The Position

The Special Education Coordinator partners with school leadership, inclusion teachers, and families to ensure all students receive the appropriate instruction and services needed to thrive in school. The ideal candidate has excellent communication (written and oral), interpersonal, and time management skills. This individual will work closely with families, and must be able to establish trust and maintain confidentiality. Responsibilities include, but are not limited, to:

- Managing a caseload of special education students and the implementation of their IEP/504 plans in inclusive and pull-out settings;
- Facilitating IEP meetings using a strengths-based and family-centered approach
- Connecting with special education team to ensure all team members (including parents) are prepared for the content of meetings. Coordinating with student's special education team to ensure all documents are completed in a timely manner (according to state, local, and school policies and procedures);
- 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;
- Ensuring compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education;
- Coordinating with special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians;
- Helping to ensure that all IEPs are developmentally appropriate, curriculum/standards -based, strength based, and relevant to individual students;
- Co- Coordinating ESY program;
- Working to maintain school and LEA tracking and data system that includes: student information related to IEPs, services, service hours, evaluations, MDT referrals, time lines in which evaluations were completed and discipline incidents documented;
- Other duties as assigned.

Desired Qualities

- Excellent communication skills;
- Commitment to the school's mission to provide high quality, inclusive education for all of our students;
- Have a passion for urban public schools;



- An understanding of/ willingness to learn about developing special education issues such as changes in federal and local special education policy;
- Be committed to meeting the needs of a diverse student population;
- Have a track record of being a team player and community minded;
- Patience, flexibility, and a willingness to take risks;
- Have excellent time-management skills, attention to detail, and ability to work independently;
- Demonstrated commitment to professional growth and eagerness to learn;
- Demonstrated commitment to the well-being and success of all students;
- Demonstrated adherence to a high level of professional and ethical standards.

Minimum Qualifications

- Bachelor's degree required (Master's preferred);
- 1 - 2 years of prior work experience.

Preferred:

- 1 - 2 years experience teaching, a Master's Degree in Special Education and certification in Special Education; or a Bachelor's Degree and certification in Special Education;
- An advanced understanding of instructional strategies for students with autism, developmental delay, specific learning disabilities, and behavior disorders;
- Background knowledge of EASY IEP.

Why join CMIPCS?

Our mission is to provide students with the foundational skills required for successful participation in a global society by offering a highly engaging, international curriculum with project- and arts-based activities that foster creativity, self-motivation, social and emotional development, and academic excellence.

At CMIPCS you will join a staff uniquely committed to a vision of inclusion and equity for all types of learners. At CMIPCS you will find a team of educators who deeply believe that *all* students can learn and *will make a contribution to their community*. Our dedication to Arts-Integration allows for a creative and collaborative atmosphere, as classroom lead teachers, support staff, and enlightenment teachers all work together to plan engaging and enriching content that weaves the Arts into all subjects. At CMIPCS, we take seriously the idea that "no significant learning occurs without a significant relationship." Each of our educators, regardless of role or responsibility, is committed to seeking out best practices for delivering instruction and responding to the academic and social-emotional needs of *all* children. The CMIPCS teacher is empathetic and welcoming of mistakes (both academic and behavioral) because CMIPCS educators know that mistakes lead to learning opportunities if children are held to high standards.

CMIPCS offers an exceptional and dynamic working environment with a positive and supportive culture including small class sizes (approximately 20), higher than average adult to student ratios, weekly and monthly professional development, comprehensive and generous benefits including medical, dental, 401K (with employer contributions), short and long term disability, life insurance, paid school holidays, personal and sick days, and parental and family leave, among others.

For more information about CMI, visit our website <http://www.creativemindspcs.org/> and follow us on [Twitter @cmipcs](#).

To Apply

A successful application will include a resume and a cover letter detailing relevant experience and qualifications for this position. Please submit the requested information to cmi.inclusion@creativemindspcs.org. We will only be contacting candidates selected for interviews and



will require letters of recommendation and/or references for any candidates being considered for this position.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Creative Minds International PCS is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.