



# SPA

**Contra Costa School of  
Performing Arts**

[www.cocospa.org](http://www.cocospa.org) • 925-690-8600

**Job Title: Education Specialist**  
**Category: Certificated**  
**Work Year: 188 Days**  
**Supervisor: Principal or Designee**

### *About SPA*

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Role Summary*

The position of Education Specialist is tasked with supporting the implementation of a robust special education program including the creation and management of curriculum and instruction designed to support FAPE and the acquisition of the skills enumerated in the SPA graduate profile for all students.

### *Key Responsibilities*

- Engage and support students in standards-based instruction and learning
- Case manage up to 28 students
- Conduct annual and triennial IEP meetings within appropriate timelines
- Consult with general education staff regularly regarding students on your caseload
- Teach small learning classes as assigned
- Provide one period per day of push in support for students on your caseload
- Write compliant IEP’s with proper goals, accommodations/modifications and services
- Communicate with parents on a regular and consistent basis
- Maintain proper progress notes
- Create and maintain effective environments for student learning
- Use a variety of appropriate teaching strategies
- Support and consistently enforce school policies
- Plan and conduct scaffolded lessons appropriate to the courses you are assigned
- Assess student learning and provide instruction that meets their academic needs
- Continue developing as a professional educator through self-selected and SPA professional development
- Provide proper supervision of students during the assigned workday
- Plan and prescribe purposeful assignments for paraprofessionals, tutors, and/or volunteers as needed

- Communicate with parents/guardians regarding student progress
- Promote positive interpersonal relationships among peers, staff, students, parents/guardians, and the larger SPA community
- Recognize learning needs and make appropriate referrals for additional services as appropriate
- Plan and implement a program of study to meet individual needs of students
- Create and maintain a safe and healthy environment for student learning
- Perform other duties as assigned
- Knowledge of:
  - State and national standards, curriculum, and assessments.
  - IEP timelines
  - Writing a compliant IEP
  - Implementing a BIP
  - RTI structures and practices
  - Use and understanding of SEIS special education software
  - Researched based instructional techniques for implementation of SPA's curriculum
  - Intellectual, emotional, and social development of students
  - Educational technology applications
  - Data analysis to plan instruction
- Ability to:
  - Work with a variety of instructional groups in student-centered classroom
  - Use data and assessment to plan and implement instruction
  - Communicate clearly with staff, students and parents
  - Work collaboratively with peers, students and parents
  - Develop effective conflict resolution strategies
  - Provide a positive school climate

### *Qualifications*

- Minimum Bachelor's degree from an accredited four-year college or university
- Valid, appropriate California Teaching Credential
- Track-record of high achievement in the classroom and commitment to accountability
- Multiple authorizations/credentials/certificates highly desirable