



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: SPED Coordinator
Category: Certificated
Work Year: 210 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 SPED Coordinator 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. As Coordinator this role encompasses the facilitation, compliance, and oversight of special education at SPA.

Key Responsibilities

- Assist in leading the SPED Program design and implementation
- Maintain responsibility for program compliance
- Manage the logistics of IEP meeting scheduling and facilitation and act as Admin. Designee as needed
- Lead the SPED team in SEIS management
- Support the hiring/training/supervision/evaluation of Education Specialists and Instructional Assistants
- Collaborate in creating and monitoring special education budgets
- Create/source and implement appropriate SPED professional development in collaboration with administration
- Act as the SELPA liaison
- Function as needed in the operative role of Education Specialist to fill any caseload or instructional gaps
 - Facilitate and support students in standards-based instruction and learning
 - Case manage a reasonable number of students
 - 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
- 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