

## Cornelia Connelly Center

### Learning Specialist-Special Education Coordinator

#### About the Position

CCC's Learning Specialist-Special Education Coordinator is a crucial member of our student support team, helping to lead our efforts to meet the unique needs of each student in our school community. Reporting to the Head of the School, the Learning Specialist-Special Education Coordinator (LS-SEC) supports coordinating Individualized Instructional Plans (IEPs) and related services. The LS-SEC coaches teachers by supporting and modeling differentiation in the classroom and small groups, providing regular and data-driven feedback, and collaborating with the Dean of Curriculum & Instruction to plan and facilitate professional development sessions. The LS-SEC is an ally to the students, teachers, and families and partners with them to strengthen the impact of the overall instructional program.

#### Professional Responsibilities

##### Support and Coaching:

- Supports the co-teaching teams to implement best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need
  - Supporting teachers to use differentiated instruction in the design of units and lessons for the development of their curriculum
  - Collaborating with teachers to analyze data to modify curriculum and assessment forms to meet students' needs.
- Teaches small groups via push-in/pull-out for our highest-need students
- Collaborates with teachers in investigating and implementing multiple research-based interventions before initiating referrals for IESPs and 504 plans.
- Serves as a curriculum and instructional resource to educate faculty about learning disabilities.

##### Special Education Coordinator:

- Maintains up-to-date IESPs' for students who currently have an IESP plan. Ensuring IESPs' annual and 3-year review files are current and provide electronic access to staff and teachers.
- Coordinates & collaborates with the NYC Department of Education, teachers, and support specialists to write relevant and accurate current levels of academic and social performance goals.
- Maintains consistent communication with parents of students on caseload.
- Advocates for students and families with the NYC Department of Education.
- Maintains communication with the CSE liaison assigned to the school.

- Helps students understand their individual learning needs and their rights to a fair education by having them attend their IESP meetings during their 7<sup>th</sup> & 8<sup>th</sup> grade years.
- Coordinates schedules for NYC Department of Education Support Specialists, i.e., SETSS provider, Speech and Language Pathologist, and Counseling.
- Trains Support Specialists in any in-house assessments used by the school to ensure students are working on their IESP goals aligned with their MAP goals.

#### Testing:

- Assesses students using both formal and informal measures; demonstrates mastery of at least one type of formal assessment tool (i.e., DAR)
- Conducts admissions testing for incoming 4<sup>th</sup> and 5<sup>th</sup> graders and provides the admissions team with a thorough report of each assessment.
- NWEA MAP testing: Conducts training and guidance for teachers and staff who serve as proctors for students with special testing accommodations.
- Provides testing accommodations to students with IESPs and 504s when taking unit assessments or finals that require one-on-one accommodations, a separate location, extra time, etc.
- Collaborates and assists teachers with test modifications according to students' IESP-mandated testing accommodations.

#### School Culture Responsibilities

- Attends and participates in all-school events outside of regular school hours
- Participates in school-wide faith-based activities
- Leads morning assembly and all-school prayer on a rotating basis
- Participates actively in weekly grade-level meetings, bimonthly staff meetings,

#### **Qualifications**

- High expectations – believes deeply that all students can learn and succeed
- Team player – communicates openly and honestly with CCC staff members
- Reflective, proactive, and dedicated to personal growth
- Open to receiving feedback and implementing change
- Special education certification, or pending certification, required
- Bachelor's degree in special education with 2+ years of field experience, master's degree preferred
- Fluency in Spanish preferred
- Experience teaching in an urban environment preferred

#### **Salary and Benefits**

- Commensurate with experience
- Comprehensive benefits (including health and retirement)
- Continuous support and professional development

*Interested candidates should send a cover letter, resume, and list of references to:*

*Shalonda Neeley Gutierrez, [sneeley@connellycenter.org](mailto:sneeley@connellycenter.org)*