

## **Student Supports Coordinator**

### **About Albuquerque Collegiate:**

Albuquerque College is a high-expectations K-5 tuition-free, public charter school educating a high minority and low-income student population. We firmly believe that demographics do not determine destiny and that all students should have access to an excellent education. Learn more at [www.abqcollegiate.org](http://www.abqcollegiate.org)

### **Job Description: Student Supports Coordinator**

The Student Supports Coordinator is a full-time position responsible for supporting the academic needs of students needing additional services, including students with IEPs, and students with 504 plans. Leading the Student Supports Team, this person is responsible for overseeing the pre-referral and referral process of the special education and English Learner support programs. This includes overseeing the creation and execution of IEPs and 504 plans for students with special needs. In the first year of school operation, as we have a small student population, the Student Supports Coordinator will also have an instructional role within the school co-teaching and providing pull-out and push-in services. Like all Albuquerque Collegiate team members, the Student Supports Coordinator is accountable for the intellectual preparation for each lesson, building strong and positive relationships with students and families, using data to tailor their instruction, and actively engaging in collaboration with their colleagues.

### **Essential Responsibilities**

- Maintain a system for monitoring compliance with all federal and state rules and policies regarding special education services;
- Work closely with contracted service providers to ensure that the appropriate supports are put in place for students with disabilities and that annual IEP meetings are scheduled;
- Work closely with contracted service providers on the facilitation of evaluations and reevaluations for specialized services;
- Serve as the point of contact for all matters involving special education due process
- Execute lessons for small groups of students that meet their IEP goals;
- Implement provided, rigorous, standards-aligned lesson plans;
- Build positive relationships with students grounded in respect, enthusiasm, achievement, courage, hard work, and self-determination;
- Teach and maintain school-wide systems, rules and consequences, and rewards;
- Communicate effectively and proactively with students, families, and colleagues;
- Analyze student achievement data collaboratively with colleagues to critically and strategically respond to the learning needs of students;
- Work to continuously improve effectiveness in all instructional practices, using school's teacher performance rubric as a guide;
- Be accountable for students' mastery of academic standards; and,
- Complete all duties, posts and tasks as assigned.

### **Competencies**

- Commitment to uphold and execute upon the mission of Albuquerque Collegiate
- Unwavering, high expectations for all scholars, with a belief that all children deserve access to a college education
- Clear and effective communication skills for diverse audiences including students, staff, families, and the local community
- Solutions-focused style that encourages teamwork and collaboration to support the development of students

- Willingness to foster creativity and innovation with enthusiasm for work, and ability to motivate and unite others in the work
- Persistence in the face of obstacles, productive problem-solving to counter setbacks, initiative to seize opportunities to make change and solicit feedback
- Commitment to results-driven approach, with strong ability to analyze data and use it to inform decision-making
- Ability to reflect on how to improve self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes

### **Job Qualifications**

- New Mexico PreK-12 Special Education License, and State required fingerprint and background check
- Gifted endorsement preferred, but not required
- Two years of Special Education teaching preferred, but not required
- Ability to work with students with a variety of learning abilities, including those with special needs
- Successful classroom management experience with demonstrated ability to maintain structure, utilize incentives, and hold high expectations to drive student success
- Demonstrated ability to work well in a team, especially with parents and community members

### **Salary & Benefits**

Albuquerque Collegiate offers a competitive salary (\$60,000 annually), comprehensive health benefits, and retirement benefits. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email and all necessary supplies. Teachers are not expected to provide their own supplies.

### **Apply Now**

Please send a resume and cover letter (with prompt) to Jade Rivera at [jrivera@abqcollegiate.org](mailto:jrivera@abqcollegiate.org). Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible. *Expected start date is Monday, January 7, 2018.*

### **Cover Letter Prompt**

Too often in Albuquerque and across our nation, students' demographics determine their destiny. Albuquerque Collegiate Charter School was founded to take on the urgent and necessary work to ensure all children have access to an excellent education that produces game-changing academic outcomes for our scholars.

Knowing this, why and how do you seek to join us in this fight for educational equity in Albuquerque?

Please describe how your personal and professional experience thus far has prepared you and/or given you the desire to join the team of a high-performing, game-changing charter school in Albuquerque.

*As an equal opportunity employer, Albuquerque Collegiate hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category.*