



Job Title: K-8 Special Education Coordinator
Start Date: Immediately
Location: 300 Industrial Blvd NE, Minneapolis, MN

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 360 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

About Northeast College Prep:

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch.

Northeast College Prep is a positive school environment for students, staff and families. We intentionally create a positive adult and student culture. We believe in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or public behavior charts) so that students do the right thing even if no one is watching – also known as using the Responsive Classroom approach.

Key Responsibilities include but are not limited to:

Program Coordination

- Collaborate and assist the Director of Special Education in the coordination, and daily accountability of special education and related services employees.
- Collaborate on developing special education teacher schedules to ensure all IEP services are being covered
- Coordinate with the team coverage when a special education teacher is out
- In collaboration with the Director of Special Education, review new student paperwork to determine staffing needs for upcoming year
- Field questions regarding special education programming
- In collaboration with the Director of Special Education, track all restrictive procedure holds and fill out Physical Holding Annual summary in collaboration with Director of Special Education
- In collaboration with the Special Education Director, facilitate restrictive Procedures Committee meeting quarterly
- In collaboration with the Special Education Director, disseminate instructional resources and materials to support teaching staff. Recommends improvement in the purpose, design, and implementation of special education instructional programs.
- As part of the Special Education Leadership team, respond to escalated behaviors as needed to support students and staff.

Collaboration

- Collaborate with Director of Special Education on a regular basis regarding the special education programming
- Monitor and collaborate with special education staff regarding programming and instruction
- Collaborate with the Director of Special Education and Academic Director on planning and implementing professional development opportunities for all staff related to special education program needs
- Ensure collaboration between general and special education teachers regarding programming
- Communicate effectively with students, staff, parents, and community; projects a positive image that enhances the District's mission
- Collaborate with Special Education Leadership Team on a weekly basis

Coaching/Mentoring/Observations

- Support special education staff with personal differences
- Provide regular feedback to special education staff
- Attend IEP meetings as needed by special education staff
- Coaching/mentoring meetings with new special education teachers
- Strive to improve leadership skills through self initiated professional development activities
- Facilitate data meetings in collaboration with the Director of Special Education
- Coach, observe, and provide feedback to new special education teachers
- Physical demands: able to stand for long periods of time, ability to lift 50 pounds

Supervisory:

- Facilitate conflict resolution between a special ed staff member and involved parties
- Ensure data is collected regularly by special education teachers
- Assist Special Education Director with teacher observations. Other duties as assigned

Qualifications:

- Valid Minnesota Special Education Teaching License in relevant field required (SLD, ASD, ABS, DCD, and/or EBD licensure preferred)
- Demonstrate excellent oral and written communication skills
- Willingness to identify, interpret, and follow school policies and procedures
- Maintain confidentiality and professionalism
- Must have experience demonstrating the ability to deal with diverse situations and diversity of people, while communicating effectively
- Ability to work within a team setting with multiple contributors on projects

Compensation: The salary range for this position is \$75,000 to \$95,000, dependent upon experience and qualifications. Full benefits will be offered.

Application Process: To apply, please fill out our online application located at www.bit.ly/NECPApplication. If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to hireing@northeastcollegeprep.org .