

## **Charter Institute at Erskine – Position Description**

**Title:** Special Education Support and Implementation Coach

**Department:** Charter Institute at Erskine

**Reports To:** Director of Special Education

**Date Developed or Revised:** 03/22/2023

**Salary Range:** This position will work on a traditional teaching schedule of 180 days plus and 20 additional days for a total of 200 days and paid according to experience.

**Supervisory Responsibilities:** None

### **Position Summary:**

The job of School Support and Implementation Coach was established for the purpose(s) of assisting the Special Education coordinators and teachers in developing strategies, skills, tools, techniques, capacity, and compliance practices to effectively improve student outcomes and ensure adherence to district, state, and federal requirements. This position will be visiting CIE schools 2-3 days a week in order to support and facilitate improved student outcomes.

### **Essential Duties and Responsibilities**

- Supports special education coordinators with Enrich processes, compliant IEP development, instructional best practices, and state, federal, and CIE requirements.
- Supports SPED coordinators and teachers in the development of strong and compliant IEPs.
- Guides and assists the coordinator to develop a sustainable system for tracking and monitoring implementation at the school level.
- Develops and maintains a productive relationship/partnership with the special education coordinator at assigned schools.
- Facilitate reflection and problem solving with special education coordinator and teachers.
- Coach, mentor, and consult with coordinators and staff as needed through the continuous quality improvement loop.
- Collaborates with special education coordinators and provides specific strategies for improved instructional delivery with research-based instructional strategies and interventions to improve achievement for all students.
- Demonstrates the ability to take initiative on developing creative and innovative ways to assist students and teachers in making progress.
- Facilitate an environment that establishes and promotes continuous improvement for student outcomes
- Builds the capacity of SPED coordinators to support the improvement of student outcomes.
- Facilitates the review of intervention materials and related instructional aides for the purpose of providing effective instructional materials in order to meet student needs.
- Assists school coordinator with monitoring data and responding to the analysis to promote student growth.
- Collaborate with CIE staff to develop appropriate training and professional development that is based on teacher, building, and district needs.
- Regularly collaborates with CIE staff.

- Facilitates and participates in Professional Learning Communities to support practices that improve student outcomes.
- Perform additional related duties and fulfill responsibilities as assigned.

### **Non-Essential Duties and Responsibilities**

- Performs other duties and responsibilities as assigned

### **Minimum Qualifications**

- Valid South Carolina certification in Special Education required.
- 5 or more years of experience in serving special populations required.
- Strong written, verbal, and presentation skills.
- Proficiency with Microsoft Excel, PowerPoint, Word, Enrich, and Outlook

### **Core Competencies**

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintain confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

**Career Ladder:** (Possible advancement to other positions): Assistant Director of Special Education or Assistant Director of Student Services.

**Mobility:** Primarily sedentary, able to sit for long periods of time.

**Physical Requirements:** Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

**Environmental Conditions:** Usual Office Hours (8 am to 5 pm – Monday through Friday) 2-3 Days a week within Schools. This position will work on a traditional teaching schedule of 180 days plus and 20 additional days for a total of 200 days.

### **Affirmative Action (AAP/EEO) Statement**

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual

orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.