

Special Education Process Coordinator

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Special Education Process Coordinator is responsible for ensuring the effective and compliant implementation of special education processes within the district. This role involves coordinating Individualized Education Programs (IEPs), managing documentation, and providing support to special education staff, students, and families. The Special Education Process Coordinator collaborates with multiple stakeholders to ensure that the needs of students with disabilities are met in accordance with state and federal regulations.

Reports to: Director of Curriculum & Instruction

This is a full-time position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

IEP Coordination:

- Facilitate the development, implementation, and monitoring of Individualized Education Programs (IEPs).
- Ensure all IEPs are compliant with state and federal regulations.
- Schedule and coordinate IEP meetings, ensuring all required team members are present.

Compliance and Documentation:

- Maintain accurate and up-to-date special education records and documentation.
- Ensure compliance with all state and federal special education laws and regulations.
- Prepare and submit required reports and documentation in a timely manner.

Support for Special Education Staff:

- Provide guidance and support to special education teachers and staff.
- Assist in the development and implementation of instructional strategies and accommodations.
- Offer professional development and training on special education processes and best practices.

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Student and Family Support:

- Serve as a liaison between the school, families, and external agencies.
- Provide support and resources to families of students with disabilities.
- Address concerns and questions from parents and guardians regarding special education services.

Collaboration and Communication:

- Collaborate with general education teachers, administrators, and related service providers to support student success.
- Communicate effectively with all stakeholders to ensure understanding and adherence to special education processes.
- Participate in district and school-level meetings to represent the interests of students with disabilities.

Program Evaluation and Improvement:

- Monitor the effectiveness of special education programs and services.
- Collect and analyze data to inform decision-making and improve student outcomes.
- Identify areas for improvement and develop action plans to address them.

QUALIFICATIONS & TRAITS

The ideal Coordinator will have:

- Master's degree in Special Education, Educational Administration, or a related field.
- Valid Missouri special education certification.
- Minimum of 3 years of experience in special education teaching or administration.
- In-depth knowledge of special education laws, regulations, and best practices.
- Strong organizational, communication, and collaboration skills.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Excellent communication, collaboration, and leadership abilities.
- Passion for impacting student lives and student success.
- Displays high level of personal and professional integrity.
- Experience working with diverse populations, including English language learners and students with special needs
- A desire to collaborate with colleagues to help develop a strong school community
- Maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred

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COMPENSATION & BENEFITS

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

CONTACT

Please apply online through the BambooHR Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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EMPLOYEE VALUE PROPOSITION

Who We Are	Who You Are
<p>We are an intentionally diverse and welcoming community. CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p>	<ul style="list-style-type: none"> You value diversity in all its dimensions and are excited to be part of a school community where that diversity is authentically encouraged and celebrated. You understand that identity is an important part of who we are - for both adults and students.
<p>We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p>	<ul style="list-style-type: none"> You know that academic learning is important and have experience helping students develop their socio-emotional skills. You understand how to balance academic rigor with the development of the whole child.
<p>Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p>	<ul style="list-style-type: none"> You are excited about designing project-based learning experiences for students grounded in their interests, experiences, and identity. You value students constructing their own learning to develop a deeper understanding of the world around them. You embrace creativity and risk-taking in lesson planning.

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. **For certified teaching positions**, we offer competitive compensation with a starting salary of \$47,000-70,000 (based on experience and education). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
- Dental & Vision Insurance
- Employer-Paid Life Insurance
- Employer-Paid Short-Term & Long-Term Disability
- Participation in the KCPSRS retirement pension plan
- Supplemental, optional Aflac insurance
- Supplemental, optional 403(b) retirement plan
- Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.