



Title:	Coordinator of Special Education	FLSA Classification:	Exempt - Salary
Reports to:	Superintendent	Salary Range:	\$54,000-65,000
Created Date:	04/26/2021	Duration:	12 months
Updated Date:	04/26/2021		

Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Coordinator of Special Education

Etoile Academy Coordinator of Special Education is responsible for the achievement and support of critical students. The Coordinator oversees our special education teachers and support staff who work with students who have a wide range of learning, cognitive, emotional, and physical disabilities. The main goal is to close learning gaps of 2 years in just one school year. The Coordinator of Special Education provides the crucial bridge between home and school for our highest need students and their families.

The Etoile Academy Coordinator of Special Education sets ambitious goals for student achievement and diligently tracks student data to drive effective educational programming decisions. Like all leaders on our campus, they seek feedback and continue to develop their practice to better serve students. They ensure all Special Education Compliance benchmarks are met, that students are achieving, and that families have accurate and timely information about student progress and student support.

Responsibilities

- Work with Special Education and General Education teachers to adapt lessons to meet the needs of students.
- Work with Special Education and General Education teachers to develop Individualized Education Programs (IEPs) for a caseload of 20-30 students.
- Ensure implementation of IEPs, assess students' performance, and track their progress
- Update IEPs throughout the school year to reflect students' progress and goals
- Assess students' skills to determine their needs and to develop teaching plans
- Teach intervention small groups consisting of students that are academically at risk in reading and/or math to include students in general education, 504, response-to-intervention, Special Education and English Language Learners.
- Collect and analyze student data in order to make effective decisions to maximize achievement
- Discuss student's progress with parents, teachers, counselors, and administrators
- Support teachers in implementing state learning standards and Etoile Academy curricula and assessments to meet ambitious academic expectations
- Implement formal and informal assessments to track each individual student's progress and learning needs, adjust lesson plans accordingly and update gradebook weekly



- Communicate students' progress with student and family on a weekly basis
- Effective facilitation and personal use of technology as a communication and educational tool to improve student achievement and manage work related tasks.
- Implement a clear and consistent behavior management system that aligns to campus- wide initiatives while developing students' character and sense of community in the classroom
- Help shape and develop a school wide culture that fosters a productive and enthusiastic learning environment for each student
- Establish and maintain a cooperative working relationship with students and families based on trust, understanding and respect for the communities in which they identify.
- Host necessary tutoring sessions to meet all students' needs
- Participate in weekly manager check-ins, grade-level meetings, before and after-school duties, and school wide meetings and functions
- Engage in summer and year-long district, school and personal learning and development
- Minimum of 40+ hours spent at school per week
- Additional responsibilities may include: after-school tutoring or Saturday school and are based on the needs of our scholars

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Special education certification required.
- ESL certification preferred.
- A minimum of two years of professional experience in high-performing urban schools with specific experience in special education teaching and leading.
- Expertise in facilitating ARD meetings, writing IEPs, and general special education compliance.
- Experience as a teacher or school-based role required.
- A demonstrable commitment to pursuing equity.
- A strong track record of experience and results as a trusted member of an organization's leadership team.
- Ability to multi-task and work within an ambiguous, fast-moving, start-up environment, while driving toward clarity and solutions.
- Excellent written and oral communication skills.
- Bilingual (Spanish and English) preferred.

Apply Now



To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.