



## ACE Preparatory Academy SPECIAL EDUCATION COORDINATOR

### Our School

ACE Preparatory Academy Charter School was unanimously approved by the Indiana Charter School Board and opened on the Northeast side of Indianapolis on August 1, 2016. ACE Prep began with the simple, unyielding belief that every child deserves an equal chance at a top-notch education. Our leadership has designed a free, public school that puts every scholar on the path to college unlike any other in Indiana.

### Our Mission

*Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 5 students for school success and lives of opportunity.*

At ACE Prep, we count on every adult to exhibit our **BE GREAT** core values:

- Act with **Bravery** - We speak up when we don't know something or think we're heading in the wrong direction. Even when the right thing is difficult, we do it.
- Operate with **Endurance** - We never give up on scholars and believe in the power of ALL.
- Own your **Growth** - We thrive on reflective feedback from observations and individualized coaching.
- It's Our **Responsibility** – We believe every adult is responsible for every scholars' success.
- Bring your **Enthusiasm** – We make school cool and create a joyful, engaging learning environment.
- Make **Achievement Real** – We hold an unyielding commitment to closing the achievement gap.
- Join the **Team** – We are active participants in collaborative curriculum development, grade-level activities, and school-wide functions.

### Position Summary

ACE Prep is seeking a passionate leader in education who recognizes the unique opportunity to be part of a talented, committed team. The Special Education Coordinator will (a) build and maintain strong relationships with scholars and families that align with the mission and vision of ACE Prep, (b) ensure academic and behavioral targets are met for each student in alignment with IEP and 504 goals, (c) incorporate the best-practices and trainings developed through extensive professional development, and (d) spearhead other efforts in the classroom and the community in direct collaboration with the Principal and COO.

## The Responsibilities

### Special Education:

- Collaborate with the Director of Scholar Services on all aspects of IEP and 504 development, taking the lead writing goals once trained and comfortable
- Engage in the evaluation process, start to finish, for newly identified scholars
- Co-manage the responsibilities associated with all annual case reviews meeting defined timelines
- Collaborate with outside service providers regarding scholar progress towards SPED goals
- Build knowledge of state compliance matters and special education regulations and be held accountable for maintaining good standing with DOE on behalf of ACE Prep
- Develop proficiency within IIEP

### Key Responsibilities with Scholars & Families

- Work directly with identified scholars in a push-in/pull-out capacity for tiered instruction
- Maintain detailed records of scholar progress towards goals
- Oversee progress monitoring for scholar caseload
- Attend and/or facilitate data meeting/team meetings where SPED scholars are discussed
- Develop strong communication patterns with families guiding them through the SPED process

### Key Responsibilities as a Teammate

- Collaborate with Principal and DCI to drive vision for intervention structures and progress monitoring for Tier 2 and Tier 3 scholars
- Collaborate with Instructional Specialists regarding Tier 3 supports
- Support classroom teachers with instructional needs within the general education setting for SPED scholars

### Key Responsibilities as a Culture Leader

- Support teachers to establish a classroom culture that fosters high expectations for all scholars
- Model the core values of ACE Prep and uphold the standard for professional actions
- Participate in the decision making of schoolwide efforts that proactively protect and maintain a positive building culture for staff and scholars

## Qualifications of the Role

- Valid Indiana Teaching License (required) and SPED credentials (required)
- Bachelor's degree (required)
- Valid background check passed (required)
- Minimum of two years working in urban education with a history of significant gains in student performance and/or growth (preferred)

## The Compensation

Within an energetic, focused, and detail-oriented environment, we equip staff with the tools needed to succeed, including a dedicated professional workspace and resources, laptop computer, high-speed internet access, and necessary classroom supplies. Our salary is competitive, commensurate with experience, and includes benefits.

## Commitment to Diversity

ACE Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, ACE Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.