



Special Education Coordinator

The Philadelphia Montessori Charter School (PMCS) is seeking a state-certified (PA) Special Education Coordinator to provide overall leadership to the development and implementation of special education services for this brand new public charter school. PMCS will open this September in Southwest Philadelphia with 116 students ages three – third grade. The vision of the Philadelphia Montessori Charter School is to offer a fully implemented Montessori program in an urban, public school setting, building on the School District of Philadelphia's strong history with Montessori education.

PMCS is dedicated to providing an enriching learning environment to every child within the parameters of Montessori philosophy and practice. The school will serve special education students through an inclusion model implemented by teachers specially trained to pay attention to the unique developmental needs of individual students. The Montessori classroom is perhaps the most adaptable to the needs of special education students due to its emphasis on multi-sensory presentation, hands-on work, individualized tasks and the inherent self-pacing of the lessons.

PMCS will weave in the use of a resource room and itinerant services as needed and will comply with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), and the Individuals with Disabilities in Education Act.

JOB RESPONSIBILITIES

1. Provide overall leadership to the creation and implementation of an innovative special education service delivery program.
2. Develop and coordinate training and professional development support for classroom teachers to enhance the effectiveness of the inclusion model.
3. Monitor internal and external best (special education) practices, create a knowledge sharing network, and provide support for teachers to implement best practices in their classrooms.
4. Ensure compliance with all federal, state, and local special education regulations.
5. Learn specific guidance regarding charter schools and special education.
6. Identify students with disabilities.
7. Ensure appropriate early intervention with our youngest students.
8. Organize student evaluations, in conjunction with outside consultants.
9. Develop Individual Educational Programs (working with an IEP team).
10. Ensure IEP requirements are being met.
11. Conduct interventions directly as appropriate.
12. Select, schedule and supervise appropriate service providers including, but not limited to: speech/language, occupational therapy, physical therapy, psychological services, etc.
13. Communicate with parents throughout the process.
14. Create and implement a public awareness campaign alerting all parents to available special education services at PMCS.
15. Maintain accurate, confidential individual student special education records.

16. Maintain general records to evaluate the progress of the special education program as a whole (e.g. information that might be used in an annual report).
17. Other duties as deemed necessary.

EXPERIENCE and SKILLS

1. A minimum of 3 years in education.
2. Masters in Education or related field is desirable.
3. Pennsylvania state certification in special education.
4. Experience working with a low-income urban public school is highly desirable.
5. Experience working in a charter school environment and/or a Montessori environment is desirable.
6. Willingness to learn quickly and work in a challenging, entrepreneurial atmosphere.

CLOSING DATE: Open until filled.

Interested candidates should email letter of interest and resume to:

caitlin.wood.sklar@alumni.duke.edu

The Philadelphia Montessori Charter School is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.