



Position Vacancy Announcement

Title: Special Education Coordinator

Reports to: Director of Special Education

Anticipated start date: March 25, 2024

Location: PCS Central and PCS West

About our schools

Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. PCS Central opened at the start of the 2016-2017 school year and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area.

Provident Charter School (PCS) West in Baden, PA, is also a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. This second location opened in August 2023 and has students in grades 1-4 from Beaver County and surrounding areas. Over the next four years this school will increase capacity to serve over 360 students in Grades 1-8.

Job Goals

- Support the development and implementation of a compliant special education program.
- Collaborate with teachers, administrators, and other professional staff to support the needs within the school.
- Respond to a wide range of inquiries from parents or guardians regarding instruction, learning, and student progress.
- Collaborate with the Director of Special Education in developing and implementing special education programming at PCS West location. This will involve splitting time between PCS Central and PCS West locations based on need.

Required Qualifications

1. Special Education Teaching Certificate.
2. Minimum of 5 years experience as a special education teacher.
3. Knowledge of IDEA, Pennsylvania Core Standards and PA special educational regulations.
4. Ability to secure all relevant and necessary clearances.

Preferred Qualifications

1. Special Education Supervisory Certificate.
2. Knowledge, training, or certification in Orton Gillingham approaches to instruction.
3. Knowledge of effective behavior support strategies.
4. Excellent communication, leadership, organization, and problem-solving skills.
5. Outstanding dependability, initiative, creativity, and decision-making skills.

6. Proficient in managing and using data to guide decisions for student programs.

Professional Responsibilities

1. Act as an LEA at IEP Meetings at both PCS Central and PCS West locations as directed by the Director of Special Education.
2. Read, review, and activate special education paperwork.
3. Manage Special Education Virtual or In-person Checklists and communicate with the special education administrative assistants in processing signed documents.
4. Support special education case managers in developing and implementing IEPs.
5. Manage evaluations and reevaluations through established procedures.
6. Review evaluations and reevaluations before they are finalized and sent to parents/guardians.
7. Manage and review progress monitoring 3 x per school year.
8. Provide all staff and special education case managers with professional development.
9. Assist school psychologists in conducting FBAs for students.
10. Meet monthly with related service providers.
11. Meet bi-weekly with school nurses.
12. Coordinate and plan ESY services.
13. Assist teachers with student behaviors.
14. Assist teachers in administering assessments.
15. Manage Assistive Technology services, professional development, and evaluations.
16. Manage Transition services and professional developments for students who are of transition age.
17. Manage Special Education Transportation services.
18. Meet with the Resource Room Classrooms at least 2 x per month.
19. Continue to grow professionally through activities such as the study of current professional literature, participation in school professional development sessions as well as local, county, regional, and state meetings and conferences.
20. Other responsibilities as assigned by the Director of Special Education.

Terms of Employment: Twelve (12) month position.

Evaluation: Performance of this job will be evaluated by the Director of Special Education.

Salary and benefits

- Starting salary is \$60,000, actual salary will be based on experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

How to Apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.