



Position Vacancy Announcement

Title: Special Education Coordinator

Reports to: Director of Pupil Services

Anticipated start date: January 2nd, 2026

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 but struggle with 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 1-6 from Beaver County and surrounding areas. Over the next four years, this school will increase its 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 Pupil Services in developing and implementing special education programming at the PCS West location. This will involve splitting time between PCS Central and the PCS West locations as needed.
 - Note: The job site will be at our PCS West location in Baden, PA, and all responsibilities for PCS Central will be performed virtually.

Required Qualifications

1. Special Education Teaching Certificate.
2. Minimum of 3 years of 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 instructional approaches.
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 Pupil Services.
2. Read, review, and activate special education paperwork.
3. Manage Special Education Virtual or In-person Checklists and communicate with special education administrative assistants to process signed documents.
4. Support special education case managers in developing and implementing IEPs.
5. Manage evaluations and reevaluations in accordance with established procedures.
6. Review evaluations and reevaluations before finalizing and sending them to parents/guardians.
7. Manage and review progress monitoring 4 x per school year.
8. Provide professional development for all staff and special education case managers.
9. Assist school psychologists in conducting FBAs for students.
10. Meet bi-weekly with related service providers.
11. Coordinate and plan ESY services at PCS West.
12. Assist teachers with student behaviors.
13. Assist teachers in administering assessments.
14. Manage Assistive Technology services, professional development, and evaluations.
15. Manage Transition services and professional development for students who are of transition age.
16. Manage Special Education Transportation services.
17. Continue to grow professionally through activities such as studying current professional literature, participating in school professional development sessions, and attending local, county, regional, and state meetings and conferences.
18. Other responsibilities as assigned by the Director of Special Education.

Terms of Employment: Twelve (12) month position.

Evaluation: The Director of Pupil Services will evaluate performance for this job.

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, and 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.