

# Coastal Waters Chartered Public School

## Educational Support Coordinator

### Job Description

**Classification:** Full-Time (salaried), exempt

**Hours:** 40 hours/week

**Compensation:** TBD, based on experience

**Reports to:** Pedagogical Director

The Educational Support Coordinator is responsible for the day-to-day oversight of academic support services for students in Grades 1-12. This position includes responsibilities such as collaborating with resident districts and parents regarding special education services, maintaining IEP/504/other student support plans, providing direct instruction or support to students, and providing guidance and oversight for class teachers and other teaching faculty. We encourage strong relationships, inclusivity, input, and innovation within the teaching and student community.

#### Qualifications

- Bachelor's degree is required. Master's degree in special education, counseling or related fields.
- Minimum 5 years of teaching experience in special education or student learning support setting.
- Familiarity with Waldorf education, especially Curative Education concepts. Waldorf training provided on-site and via professional development opportunities.
- An understanding and appreciation of child development from birth through young adulthood.
- Entrepreneurial energy and ambition necessary to develop and grow a new program.
- Excellent interpersonal and communication skills, verbal and written.
- Technology and computer proficiency.
- Commitment to continued learning (e.g., Waldorf and general educational trends, Curative Education, educational technology, DEI, etc.).
- Experience with, or willingness to engage with, consensus-based decision-making model.
- Familiarity with, or an understanding of, Restorative Justice models of discipline.
- Ability to interact comfortably with all types of members of the community, including teachers, administrators, parents, and students.
- An interest in active engagement within our school and out in the greater community.

#### Responsibilities

- Be willing to develop and/or continue familiarization with the therapeutic education indications of Rudolf Steiner (Curative Education) and the Waldorf developmental model

- Provide direct student support through small group and one-on-one instruction
- Track individual students' progress through classroom observations and assessments and initiate relevant support strategies
- Make referrals for professional evaluations for students who are flagged as potentially having an undiagnosed learning challenge or disability
- Oversee and potentially deliver the high school study skills program
- Serve as an advocate for individual students regarding classroom accommodations: engage individual and small groups of teachers in discussions about students' needs
- Collaborate with teachers to develop effective whole group practices, small group interventions, and individualized learning activities
- Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged, and each student achieves personal goals
- Assist teachers with tracking data to determine the effectiveness of interventions
- Maintain a dynamic web of communication among students, parents, tutors and the faculty, and take an active role in the identification and remediation of individual student learning issues in order to help promote and support academic achievement
- Lead professional development on strategies to meet the needs of a student body with diverse learning profiles
- Maintain coherence and continuity of our overall program and respond to issues relevant to the academic, social, and emotional well-being of students
- Read and interpret learning specialists' evaluations; make suggestions for appropriate accommodations and pedagogy
- Work with teachers and pedagogical director on modification processes for any standardized assessments
- Attend, and contribute to, weekly high school and full-faculty meetings
- Actively participate in committee work
- Maintain regular and timely contact with parents/guardians to keep them apprised of student progress, including parent/teacher conferences, reports, etc.
- Support community outreach, partnerships/collaborations, volunteer opportunities