



Public Charter High School for all students
Santa Ana, CA
www.samueliacademy.org
(714) 619-0245

ANNOUNCEMENT OF POSITION VACANCY

March 13, 2018

STUDENT SERVICES COORDINATOR/EDUCATION SPECIALIST

Full-Time Salary Exempt / Certificated

APPLICATION DEADLINE: **Until position is filled.**

ANTICIPATED OFFICIAL START DATE: **August 1, 2018**

SCHOOL PLANNING MEETINGS: As needed before start date

POTENTIAL STUDENT ENGAGEMENT EVENTS: As needed before start date

POTENTIAL TRAVEL AVAILABILITY for Professional Development:

OVERVIEW

Samueli Academy's instruction features a 1:1 Chromebook program and is centered on Project/Problem-Based Learning, a collaborative, respectful culture, and an emphasis on 21st century skills. Samueli Academy educators must have the ability to raise student achievement for a wide range of learners.

BASIC FUNCTION

Under the direction of the Head of School and Assistant Head of School, Samueli Academy's Student Services Coordinator will primarily oversee the Special Education program, communicating with teachers and support providers, coordinating all legal processes (i.e. IEPs, etc.), and (potentially) training instructional aides in specific strategies to address the varying needs of students.

SALARY

Competitive

MINIMUM QUALIFICATIONS

- **Strong organization skills;**
- Must have a heart for high school students that transcends the classroom;

- Be role models for students regarding life-long learning and professional behavior;
- Must hold a valid Special Education Credential and the equivalent of CLAD certification.
- Well-versed in instructional strategies for serving a wide range of students;
- Collaborative, skilled in interdisciplinary planning, and able to work well with a wide range of constituents (colleagues, parents, students, community members, etc.);
- Dual credential preferred;
- Bi-lingual proficiency in Spanish preferred;
- Ability to remain flexible, innovative and adaptive to change; and,
- **STRONG capacity for self-direction and management.**

BENEFITS

Medical, dental, and vision insurance benefit package provided to employee. Employee will also be enrolled in the California State Teachers Retirement System (STRS).

APPLICATION PROCESS

To be considered for this position, the candidate must submit:

- A completed online (EDJoin.org) application including:
- A cover letter addressing previous experience in this field.
 - A resume which clearly describes your education and employment background, including dates of employment at each organization, and compensation history
 - Up to three (3) **current** letters of recommendation
 - Copy of Clear or Preliminary Single Subject Credential or appropriate Certificate
 - Copy of NCLB status
 - Copy of English Learner Authorization (CLAD or equivalent)
 - Copy of BA degree and Transcripts

Apply via EDJoin here:
<http://www.samueliacademy.org/employment.php>

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Successful completion of a background check and drug test will be required upon employment. For more information, please visit <http://samueliacademy.org> and click on "employment."

EQUAL OPPORTUNITY EMPLOYER
