

Special Education Support Specialist
Hiring for the 2014-2015 school year

Background

KIPP Tulsa College Preparatory (KTCP) is one of 141 tuition-free, open-enrollment, college-preparatory KIPP (Knowledge Is Power Program) schools operating in low-income urban and rural communities throughout the country. KIPP Tulsa's mission is to *empower all students with the academic, character and life skills necessary to succeed in high school, college, and the competitive world*. KTCP opened its doors in July 2005 with 90 fifth graders, and the school currently has 340 students in grades five through eight. Working at KIPP Tulsa is about being **student-focused**. It's about **teamwork**. It's about having **fun**, and having the **freedom** to work in ways that are most successful for our students. It's also about transforming our community by ensuring our KIPPsters make it TO and THROUGH college and, then, return to and lead our city.

Job Description:

The focus of the Support Specialist/ Teacher is to develop in each student, the skills, attitudes, and knowledge necessary to meet and exceed the IEP goals and Oklahoma C3 Standards.

Achieving academic excellence requires the Support Specialist to;

- Collaborate within the regular education classroom environment through consultation and co-teaching
- Provide modifications and accommodations per students' IEPs;
- Manage a student caseload of 20 to 40 students;
- Design and implement small group to individualized instruction per students' IEPs (when required);
- Consistently establish effective rapport with students by the use of research-based intervention techniques;
- Collaborate with a team of diverse stakeholders with the purpose of providing quality educational services for each and every student, each and every day, without exception.

Reports to: School Leader and Director of Student Support

Position Overview and Responsibilities

- Provide individualized instruction and support to students with special needs
- Support general education teachers and administrators to implement appropriate strategies to meet the needs of student with IEPs
- Manage compliance of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time
- Provide accommodated testing conditions for classroom and standardized testing
- Administer formal and informal academic assessments
- Analyze assessment results to drive and inform instruction and IEP development
- Develop and implement appropriate behavior management techniques for students with special needs
- Ensure student achievement and progress towards IEP goals
- Complete progress reports in accordance with district guidelines
- Develop IEPs in accordance with federal, state and district standards
- Create and maintain Special Education documentation as required by federal state and district regulations
- Ensure IEP timeline compliance of assigned caseload
- Coordinate formal assessments for related services with KIPP providers and outside vendors
- Schedule and facilitate IEP meetings in a collaborative and professional manner
- Develop positive relationships with parents and families to engage them in the IEP process
- Manage and/or assist with the development of 504 plans
- Develop and provide ongoing professional development for general and Special Education staff
- Maintain knowledge of current Special Education regulations and best practices

Qualifications and Desired Characteristics

- Possession of a valid Special Education credential.
- Possession of a Bachelors Degree from an accredited institution of higher learning
- Demonstrated success teaching students from educationally underserved areas
- Two years of successful, full time teaching experience in Special Education, preferred
- Excellent organizational, planning, and implementation skills;
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment;
- Relentless results-orientation;
- Ability to communicate and interact effectively with multiple constituencies;
- Excellent written, communication and presentation skills;
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook/Gmail
- Initiative; leadership and tenacity;
- Able to stay positive through challenges
- Detail-oriented team player willing to roll up sleeves and get the job done;
- Unquestioned integrity and commitment to the KIPP Tulsa College Preparatory Mission, Core Acts and Community.

Salary & Benefits

Salary is based on years of experience, degree of education, and level expertise in the classroom as indicated in past performance with students. A competitive benefits package is also offered.

To Apply: If you are highly committed to enacting extraordinary change for traditionally underserved students please apply directly online at <http://kipptulsa.org/careers/>. Click APPLY. Then choose the best job you will ever have and complete the application process. KIPP Tulsa's Selection Team will review your resume and application within one week. If KIPP Tulsa decides to invite you for an interview, a member of KIPP Tulsa's leadership team will contact you. If you have questions, do not hesitate to contact KIPP Tulsa at 918-794-8652 or by email at careers@kipptulsa.org.

As an equal opportunity employer, KIPP Tulsa does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.