



Chartwell School

2511 Numa Watson Road Seaside, CA 93955
Tel 831-394-3468 - www.chartwell.org

IEP Coordinator

.5 FTE

August 1, 2023 - June 15, 2024

On campus position

The IEP Coordinator has responsibility to ensure that due process procedures and timelines comply with federal and state regulations working in collaboration with the placing LEAs. This position reports directly to the Head of School and the Division Heads.

This position is a .5 FTE hourly position. The hours are at the discretion of the IEP Coordinator who will fill out a timesheet biweekly. The work can be done from home/remotely with visits to the campus for observation, collaboration with team members when deemed necessary. In the event that the IEP Coordinator is required to be in person for a meeting or to conduct an observation at another site, there will be reimbursement for mileage.

Essential functions once a placement is solidified the IEP Coordinator:

- is the direct point of contact with the parent/guardian around all IEP related information (pre-meetings, progress etc.)
- is the direct point of contact with the LEA for scheduling/preparation for IEP meetings
- will provide the service page to the Director of Student Support and necessary providers
- will communicate with the student's team around goals/changes in services
- will monitor timelines and review SEIS/SIRAS alerts
- inputs all information into SEIS/SIRAS
- monitors Chartwell's implementation of the IEP
- will facilitate IEP meetings when asked by the LEA
- will align the students IEP to the CEP in collaboration with the students homeroom teacher/advisor
- works with Chartwell's team to gather progress for progress reports
- updates /inputs progress reports based on student's annual dates
- completes regular observations of students on caseload and collects work samples

Qualifications

- Master's degree or post-graduate work in subject matter and/or educational administration.

- CA Special Education Teaching Credential required
- A minimum of five years teaching in a Special Education setting
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.

Compensation is commensurate with qualifications and experience; medical benefits are included.

Send a letter and resume and the names and contact information for 3-5 references to teach@chartwell.org by April 10, 2023 for earliest consideration.

About Chartwell

For 40 years, Chartwell School has been educating students, who have been diagnosed with a specific language-based learning disability, in a way that provides them with the academic skills necessary to be successful in future educational endeavors. We believe that all of our students are capable learners who can discover new pathways to learn skills and apply knowledge. Chartwell offers a full academic program, with well-structured, multi-sensory teaching in all classes. Our fully accredited curriculum includes all areas of reading and language instruction, mathematics, social studies, science, health and fitness, the arts, technology, and a wide array of enrichment activities. Students build academic skills one layer at a time. Each layer integrates higher order thinking, creativity, perseverance and practical problem solving. Chartwell teaches students to overcome academic challenges and helps them grow in self-reliance, character, and respect for the effort and abilities of others.

Mission

Chartwell empowers students with dyslexia and associated learning differences to unlock their full potential. We provide a college preparatory, strength-based program that gives students the skills, strategies, tools and mindset needed to become successful lifelong learners. We share our expertise through partnerships and outreach initiatives to transform education.

Vision

Chartwell aspires to show the world that young people with language-based learning differences and diverse learning styles and profiles can be among the most creative, productive and valuable members of any community. We further aim to inspire others to get to know, understand and value these students from very young ages and to help them realize their full potential. We seek to see them develop into confident young people and adults, committed to lifelong learning and equipped with the knowledge, skills and social and emotional competencies to achieve their goals.

Chartwell School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by

federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.