



Job Title: Coordinator of Student Services		Reports To: Executive Director
Start Date: July 1, 2021	Duration: 12 months	FLSA: Exempt
NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We will open in August 2021 with Kinder, 1st, and 2nd grade, growing one year until we are at capacity with 8th grade in 2027-28.

We hold high expectations for ourselves as a staff and leadership team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We also 'Lead with Urgency,' another core tenet. Time is a non-renewable resource. Our scholars have but a single year in each grade. They cannot afford for us to take our time or for change to come at an incremental pace. We seek instructional leaders and staff that believe the same.

Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

About the Role

The **Coordinator of Student Services** is responsible for overseeing the pre-referral and referral processes of special education, as well as managing the creation of, and execution of, Individualized Education Plans (IEPs) for special education students and the creation, execution, and fidelity of our ELL program. Our Founding Coordinator is a critical member of our school leadership team and will work closely with the Executive Director and Manager of Curriculum and Instruction to ensure a strong foundation for our Student Services supports.

Like all Sage Collegiate teachers, the Coordinator of Student Services is accountable for the creation of strong, intentional instructional plans, embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

All Founding Staff participate in a three-week Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. The Coordinator of Student Services work closely with the Executive Director and Manager of Curriculum and Instruction and will be a part of a hard-working, mission-driven team of educators.

SAGE COLLEGIATE: Proving the Possible.

Coordinator of Student Services: December 2020



Professional Responsibilities

- Assists in creation and execution of comprehensive schoolwide systems for monitoring all student progress.
- Leads testing of all students who may be eligible for special education or ELL services and assures appropriate Individual Education Programs (IEPs) or 504-plans are put in place to provide them with specialized instruction, support, and special education services.
- Ensures school complies with all state and federal special education laws.
- Identifies all qualified students and connects them to the appropriate special services.
- Serves on school leadership team, working closely with the Executive Director to create staff schedules and monitor compliance and special education service implementation.
- Collaborates with Executive Director to set vision for special education and (RTI) programming and oversee Response to Intervention (RTI) process.
- Creates and executes engaging lessons that support all special needs such that they consistently meet and exceed their IEP goals.
- Manages weekly meetings with teachers and leadership team monitoring student progress, coordinating the RTI process, and any testing necessary.
- Collaborates with Student Support Services Providers and Lead Teachers in coordinating support schedules for all students with special needs.
- Manages parent relationships for all students receiving special services.
- Complete other tasks as directed by Executive Director and/or leadership team members.
- Actively participate in regular Professional Development, including Summer Staff Development, weekly Grade Level Team Meetings, and ongoing Whole Team Professional Development.
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Willingness to work hard and the flexibility to work through start-up challenges.
- Complete all administrative requirements by given deadlines
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission
- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)

Professional Requirements

- Bachelor's degree is required; Master's degree is preferred.
- Minimum of two years of teaching experience in Special Education in an urban public school is required.
- Valid Nevada State Special Education certification is required.
- TESL Certification preferred but not required.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.



Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Commitment to Diversity

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

Hiring Process

Sage Collegiate seeks dedicated, focused educators who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check.

The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions.
2. Phone Interview.
3. Demo Lesson or Observation with a feedback session for teaching candidates and Performance Tasks for Leadership and Support roles.
4. Reference Check.
5. Final Interview.

Salary & Benefits

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and retirement benefits. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

Application

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at skinne@sagecollegiate.org with the subject line of the position for which you are applying.

SAGE COLLEGIATE: Proving the Possible.

Coordinator of Student Services: December 2020