



JOB DESCRIPTION

Program for Students with Exceptionalities (PSE) Coordinator

TITLE: PSE Coordinator

REPORTS TO: Principal / Chief Academic Officer

DIRECT REPORTS: PSE Teachers

JOB FUNCTION: The PSE (Special Education) Coordinator at Urban Academy is responsible for leading and managing a team of special education teachers to provide instruction and case management for students with exceptional needs. This role involves maintaining compliance with special education regulations, supporting staff and students, developing individualized education programs (IEPs), and fostering positive relationships with families.

DUTIES and RESPONSIBILITIES

- Leadership and Supervision:
 - Lead, mentor, and support a team of special education teachers.
 - Conduct regular team meetings to review student progress, discuss strategies, and address any challenges.
 - Provide ongoing feedback, conduct observations, and seek out professional development opportunities for the special education team.
 - Develop, implement, and oversee special education programs and services in alignment with federal, state, and school regulations.
 - Ensure the effective delivery of special education services and support to students with disabilities.
 - Monitor and evaluate the effectiveness of special education programs, making necessary adjustments to improve outcomes.
 - Facilitate training for faculty and staff in collaboration with the PSE team
 - Research and stay current on effective instructional and behavior management strategies
 - Review all IEPs created by your team to ensure they are in accordance with federal, state, and school standards.
 - Schedule and facilitate IEP meetings collaboratively and professionally.
 - Coordinate progress report completion and distribution.
 - Manage IEP timeline for compliance and effective implementation.
 - Attend federal and state Bureau of Special Education trainings and seminars
- Compliance and Documentation:
 - Maintain knowledge of current special education regulations and best practices.
 - Ensure compliance with all state and federal special education laws, including but not limited to the Individuals with Disabilities Education Act (IDEA).
 - Oversee the development, implementation, and review of IEPs and subsequent plans.
 - Ensure IEP timeline compliance for the assigned caseload.
 - Create and maintain PSE documentation as required by federal, state, and school regulations.

- Promptly input special education-specific information into the designated student information system.
- Work with appropriate personnel, districts, and partners to ensure accurate student reporting at the following levels:
 - Local
 - State
 - Federal
- Complete all aspects of the cyclical monitoring process efficiently at a frequency determined by the Pennsylvania Bureau of Special Education (BSE)
- Instructional Support:
 - Support classroom teachers and administrators in implementing appropriate strategies to meet the needs of students with IEPs.
 - Support the implementation of accommodations and modifications for students with IEPs in the general education classroom and during PSE service time.
 - Develop and assist with appropriate behavior management techniques for students with special needs.
- Assessment and Evaluation:
 - Administer formal academic assessments.
 - Analyze assessment results to drive instruction and IEP development.
 - Write academic reports for initial and triennial IEPs.
 - Analyze and report on results of academic assessments.
- Student Support:
 - Provide direct services to students with special needs, as needed and assigned by Administration.
 - Develop positive relationships with parents and families to engage them in the IEP process and keep them apprised of student progress.
- Undertake other duties, projects, and assignments as directed by the Principal and Chief Academic Officer (CAO) or their designee.

KNOWLEDGE, SKILLS, and ABILITIES

- Demonstrates the ability to work with children of all ages and their families who are dealing with diverse needs.
- Exhibits outstanding organization and time management skills for managing a large workload.
- Displays highly effective communication skills geared to various age groups and subsets of people.
- Can work well independently and with little supervision.
- In-depth knowledge of PDE regulations, and IDEA requirements.
- Expertise with IEP development, implementation, and monitoring processes.

EDUCATION and EXPERIENCE

In order to work as the PSE Coordinator, an individual must possess a Master's degree in Special Education and a valid Pennsylvania Supervisor of Special Education certification. A minimum of five years of experience in special education, including teaching and/or administrative roles with experience supervising or leading a team is preferred.

URBAN ACADEMY STATEMENT

Urban Academy will be a POWER model for African American primary education and the unprecedented combination of academic excellence, cultural energy, and broad educational access.

SALARY

Salary starts at \$60,000 annually and may vary based on experience.