



Odyssey Charter School, is seeking qualified candidates to join our Special Education Team!

Odyssey Charter School

Nestled in the San Gabriel Mountain foothills in Altadena, CA Odyssey serves 485 students in grades K-8. Forming the foundation of our progressive teaching philosophy is that children learn best by doing. Therefore, we strive to provide a “hands-on” learning environment to all our students. The Inclusion Specialist reports to the Special Education Director to ensure that special education services are in compliance with special education laws and related federal, state, local regulations, and the school’s Charter. The Inclusion Specialist provides direct support to teachers on differentiation of curriculum, accommodations, and modifications for students with special needs. Some of the key responsibilities of the Inclusion Specialist include the responsibilities listed below.

Inclusion Specialist Responsibilities

- Provide direct instructional support to all students with an IEP
- Coordinate IEP processes and timelines, and Student Study Teams
- Maintain detailed student special education records and electronic databases for special education and all related paperwork.
- Provide direct services to special needs students individually and in small groups within the regular classroom environment
- Support general education teachers on differentiation of curriculum, accommodations and modifications for students with IEP’s.
- Facilitate necessary accommodations for standardized testing, in accordance with the goals and objectives in each student’s IEP.
- Works closely with school psychologist and other providers of related services for special needs students to ensure optimal services as provided and that the compliance-related issues are addressed in a timely manner.
- Communicate with special education students on a regular basis
- Communicate with parents on an ongoing basis
- Perform other duties as assigned

Qualifications

- Mild to Moderate Education Credential from the CA Commission on Teacher Credentialing
- Evidence of successful experience in a constructivist, multiage/looping learning environment serving diverse student with a variety of learning styles and abilities
- Excellent communication skills (both oral and written)
- Ability to use discretion and good judgment when dealing with confidential and sensitive information
- Team player!
- Knowledgeable of federal, state, and local special education laws and regulations.
- Bachelor’s Degree required. Graduate Degree or equivalent is preferred
- Must have current certification in CPR and First Aid

Compensation

Our compensation package includes competitive salary based on applicable experience and generous healthcare and retirement benefits.

To Apply

To apply for this position, please submit a single PDF document containing your letter of intent detailing your interest and professional experience, a current resume, proof of teaching credential, and a list of references via email to jobs@ocsmail.org.

Qualified candidates will be contacted for interviews. Three letters of recommendation will be required at the time of the interview.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision requirements include the ability to see at close range. Fine hand manipulation (keyboarding).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee may Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment