

KIPP LA Schools

Lead Education Specialist

About KIPP LA Schools

KIPP LA Schools is a non-profit organization that operates free, open enrollment, college-preparatory public charter schools. Our schools, which serve elementary and middle school students in East, South and Southeast Los Angeles, are part of the national KIPP (Knowledge Is Power Program) network of 200 schools in 20 states and DC. KIPP schools are dedicated to preparing students in underserved communities for success in college and in life.

KIPP LA's mission is to teach the academic skills, foster the intellectual habits, and cultivate the character traits needed for our students to thrive in high school, college, and life. Through the success of our students, the KIPP LA team and family will serve as a model of excellence and collaborate with others to raise the quality of education in Los Angeles.

Our schools feature a strong culture of achievement. Our curricula are designed to provide students a well-rounded education, with sufficient time dedicated to academics, the arts, enrichment, and physical education. KIPP LA's educators are committed to continually improving their teaching skills, and to giving students the support and motivation they need to excel in school and beyond.

KIPP LA operates 14 schools – six elementary, six middle, and two K-8 schools – and will serve approximately 6,500 students. KIPP LA is currently expanding; over the next five years, we will more than double the number of students we serve. By 2020, we will be operating 20 schools total.

Job Overview

The Lead Education Specialist will provide leadership and professional development to drive the special education program at assigned sites and within the regional special education team, and ensure compliance to established policies, procedures and/or regulations. The Lead Education Specialist will report to the Associate Director of Special Education (ADSE). The Lead Education Specialist must:

- Case-manage all IEPs at assigned sites and be responsible for all IEP development, including IEP meeting coordination and facilitation.
- Develop related goals and objectives and recommend policies, planning, and implementation by working with school staff to meet the needs of students with special needs.
- Serve as a resource for information regarding special education services, programs and policies and ensure that procedures are appropriate in relation to policies required by region, district, state and federal regulatory requirements.
- Analyze data, plan activities, monitor programs/services, respond to others and consult with teachers, administrators and KIPP regional staff.
- Maintain knowledge of current Special Education regulations and best practices
- Support general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs
- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time

- Develop and assist with appropriate behavior management techniques for students with special needs
- Train Special Education Instructional Assistants, as assigned
- Manage relationships with outside vendors to ensure students receive all individually prescribed IEPs services (i.e. Occupational Therapy, Language and Speech, etc.)
- Provide direct services to students with special needs, as needed and assigned
- Develop and provide ongoing professional development for general and special education staff and administrators
- Collaborate with Los Angeles Unified School District (LAUSD) and KIPP team to explore the full continuum of services
- Address other duties and processes required to maintain the region's program of services and compliance for assigned sites

Qualifications and Desired Characteristics

- Bachelor's Degree from an accredited institution of higher learning required
- Possession of a valid California credential for Level I or Level II Education Specialist (Mild/Moderate) credential with Autism Authorization is desirable
- Demonstrated success teaching students from educationally-underserved areas
- Two years of successful and demonstrated case management skills required
- Four years of successful, full-time teaching experience in Special Education preferred

Salary & Benefits

We offer a competitive salary depending on experience and qualifications.

KIPP LA Schools is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation/gender identity, or any other characteristic protected by applicable law.