



August 2019 Academic Year 2019 – 2020



Division Department:	Academic Studio
Discipline:	SPECIAL EDUCATION COORDINATOR
Level Grade:	Secondary Education
Position Type:	Full Time Administrative
Hours:	<u>40 per week, 10-month employee</u>
Reports to:	Director of Academic Studio
Salary:	<i>Salary commensurate with experience; a comprehensive benefits package is included</i>
Anticipated Start Date:	August 2019

GENERAL DESCRIPTION

The NOCCA Special Education Coordinator will develop, implement and maintain appropriate instructional individualized programs and documentation for students with exceptionalities. They will comprehensively lead all aspects of intervention, Section 504, and Special Education to ensure all NOCCA students thrive by building demonstrable outcomes, providing thoughtful professional development and feedback to faculty, modeling a belief in the potential of all students and working with multiple stakeholders on competing priorities on a daily basis.

JOB DUTIES

- Lead all aspects of intervention, Section 504, and Special Education
- Provide training, technical assistance, and feedback to all staff on interventions, accommodations, modifications and other special education best practices
- Manage and participate in the entire intervention process
- Plan and facilitate all School Building Level Committee meetings
- Section 504 Coordination
- Special Education Coordination including Special Education Reporting System management

QUALIFICATIONS |*Knowledge, Skills & Abilities:*

Qualified candidates for the Special Education Coordinator role will possess a growth mindset and a history propelling the success of students with different learning needs. Attention to detail, ability to analyze data, and manage systems are essential. All candidates must demonstrate an ability to build relationships and communicate compellingly in a school environment. Preference will be given to candidates with previous Special Education teaching experience and experience successfully leading a team of adults or providing instructional coaching.

Preferred Experience

- Demonstrated interest in the arts
- 2 years of teaching experience

EDUCATION |*Successful candidates will have:*

- A bachelor's degree
- SpEd Level 1 or Practitioner License
- Advanced degree; preferred but not required



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Please submit your letter of interest, resume and at least three professional references using the guideline described below. Review of applications to begin Monday, February 19, 2019.

Mail materials to:

NOCCA –SPECIAL EDUCATION COORDINATOR
ATTN: H|R Department
2800 Chartres Street
New Orleans, LA 70117

or send in PDF format via EMAIL:

jobs@nocca.com

Please note in SUBJECT line of email:

NOCCA - SPECIAL EDUCATION Last Name, First Name

The **New Orleans Center for Creative Arts, Louisiana's Arts Conservatory** founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts. Admission is by arts audition and tuition is free. NOCCA is central to Louisiana's rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne-Michele Charbonnet.