



# August 2023 Academic Year 2023 – 2024



Division   Department:	Academic Studio
Discipline:	<b>SPECIAL EDUCATION COORDINATOR</b>
Level   Grade:	Secondary Education
Position   Type:	Full Time Administrative
Hours:	<u>40 per week, 11-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:	July 17, 2023

### **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 IEP/504 implementation 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 IEP/504 implementation
- Develop and implement 504/IEP's and lead annual review meetings.
- 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
- 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 of propelling the success of students with different learning needs. Attention to detail, the 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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This is a position that includes all benefits afforded to Louisiana State employees including a choice of one of five Medical benefit plans with options of additional supplemental insurance plans. Instructors receive ample time off surrounding holidays and extended weekends when the school is closed for instruction. This position also qualifies for participation in the Louisiana State Teachers' Retirement plan.

NOCCA is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply.

Please submit letters of interest with resumé and contact information for three references. The review process will begin on June 1st. The position will remain open until filled.

Please use this [link](#) to apply or mail your submission to:

Mail materials to:  
NOCCA –SPECIAL EDUCATION COORDINATOR  
ATTN: HJR Department  
2800 Chartres Street  
New Orleans, LA 70117

### **NOCCA Vision**

*We believe in the transformative power of the arts. We aspire to create an educational community that nurtures and challenges young people to become more curious, kind, empathetic, engaged, and willing to grapple with complex problems in order to create a just, sustainable, and joyful world.*

### **NOCCA Mission**

*NOCCA's mission is to provide a world-class, pre-professional arts education for every young person in Louisiana with the curiosity, creativity, talent and motivation to pursue a life in the arts as they realize the best possible versions of themselves and their futures.*

### **NOCCA Equity Definition:**

- *Equity is fairness in action for all:*
- *Equity is valuing diversity and fairness through actions, systems, and policies. Equity is more than intention. It seeks to undo systemic injustices.*
- *Equity means that everyone is offered what they individually need in order to succeed. Equity does not mean everyone receives the same things in the same way.*
- *Equity within NOCCA means that each member of the community feels safe, supported, and respected.*