

Inclusion Support Specialist Long Term Substitute 2026-27 (Temporary)

Community Charter School of Cambridge (CCSC) is a charter public school that serves students in grades 6-12. CCSC's school values are **Belonging, Equity, Growth, and Achievement**, and we focus on postsecondary success for *all* students by combining high academic and behavioral expectations with an environment of unconditional affection and acceptance in which all students can flourish. CCSC seeks dedicated, outstanding, and innovative faculty who are interested in:

- Joining our diverse and talented team;
- Contributing to our rigorous academic program and strong school culture;
- Supporting the school's commitment to anti-racism, equity, and restorative justice, which we aim to live out in our daily practices, policies, and systems; and
- Learning through professional development that is team-based and includes an extensive focus on equity.

CCSC is one of the Massachusetts Department of Elementary and Secondary Education's 6 Blue Ribbon Schools of Recognition this year thanks to its successful efforts to improve student performance, particularly for those who were previously struggling. Please visit www.ccscambridge.org to learn more about our work.

The ideal candidate is flexible, responsible and organized, and has experience working with students with a wide range of mild/moderate disabilities. We are looking for applicants who are caring, compassionate, and dedicated to students' success. The ideal candidate has a versatile skill set and a willingness to proactively look for ways to support both teachers and students. This specific position entails collaborating closely with content and special education teachers to support middle school students with IEPs by ensuring they receive the targeted support stipulated in their IEPs.

The Inclusion Support Specialist Long Term Sub for CCSC can expect to:

- Provide support in both the inclusion setting and in small group settings
- To ensure a productive learning environment, provide organizational and clerical support to classroom teachers, including: photocopying or printing instructional materials; collecting/organizing student work, folders, and/or binders; entering data (including grades and attendance) into PowerSchool; and preparing supplies for lessons, projects, and activities.
- Regularly gather student progress data, not limited to annual IEP goals and grade-level interventions, utilizing an online data management platform and grade-level trackers
- As needed, support special education teachers in the drafting of quarterly progress notes
- Work closely with content teachers and the special education teacher to support students with Individualized Education Programs (IEPs)
- Implement various accommodations as determined by IEPs, grade-level interventions, and the District Curriculum Accommodations Plan (DCAP)
- Provide input on student performance to help inform IEP Team meetings
- Provide in the moment social-emotional/behavioral coaching to students based on their identified challenges
- Upon request from a student's educational or grade-level team, engage in action planning meetings with teaching staff, support staff, and/or families to troubleshoot and strategize more appropriate means of support when students demonstrate increased needs
- Attend to students' physical, personal, academic, and emotional needs, including providing assistance with activities of daily living (ADLs) when necessary



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- Work with a diverse student body from Cambridge, Everett, Revere, Chelsea and surrounding communities
- Sustain a school-wide culture of inclusion, respect and belonging while contributing to a mission of equity and anti-racism
- Participate in myriad forms of professional development as scheduled
- Complete other duties, as assigned/fulfill regular CCSC staff responsibilities as assigned by supervisor and/or Head of School

Qualifications:

- At least an associate's degree, or two years of college (equivalent to at least 48 credit hours from an accredited higher education institution) required
- Bachelor's Degree preferred
- Experience working with middle / high school students in a school setting is preferred
- Experience working in special education, including knowledge of accommodations, modifications, and various disabilities/learning styles, highly preferred
- Be flexible and adapt to changing schedules depending on student needs
- Organized, able to multitask, and reactive to student needs
- Able to move about or stand for extended periods in various environments (indoor or outdoor)

Compensation:

The Inclusion Support Specialist Long Term Sub will be paid at a rate of \$150-175/day worked, based on level of experience.

How to Apply:

Send a cover letter and resume to Courtney Burns, Director of Student Supports, at sjobs@ccscambridge.org with the subject line "CCSC Inclusion Long Term Sub". The priority application deadline is July 21st, 2026.