

**Lake Forest Charter School
Job Description**

Student Support Services Specialist
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Job Focus:

The Student Support Services Specialist will assist Lake Forest Charter's Student Support Services Department by making certain that identified students have individualized and supportive learning environments. Overall, the Student Support Services Specialist will also be responsible for training and monitoring interventionists and coordinating 504 services. Additionally, they will ensure that the tracking and development of special education (and gifted) IEPs, along with interventions, are in place.

Qualification:

Bachelor's Degree (Master's Degree preferred)

A valid Louisiana Teaching Certificate with Special Education endorsement

Min. 6 years of successful teaching in the areas of special education or related services.

Effective interpersonal skills with the ability and initiative to plan

Experience with SBLC, 504, and Response to Intervention (RtI) protocols

Experience organizing and implementing programs related to special education and schoolwide RtI interventions

Experience and expertise related to Special Education Compliance, including but not limited to evaluations

Experience with IEP protocols as established by current special education policy, and with the eSER platform

Experience with PowerSchool and Insight preferred.

**Performance
Responsibilities:**

Help to manage all components of special education IEPs (including accommodations) via eSER, PowerSchool, and Insight, as well as calendars, spreadsheets, and other data tracking tools for all LFC SPED classes and programs that may be required by state law and federal mandates.

Monitor the direct support to teachers and students related to SPED programming and intervention sessions.

Help track students who enroll with IEPs; transfer records to new “receiving” school(s) for students exiting LFC.

Assist with the development of individualized teacher methods that are suitable for each Special education and 504 students in accordance with IEPs and IAPs.

Help ensure that teachers and interventionists prepare and execute lessons that incorporate special education, 504 services, supports, as well as school-wide RtI interventions, and that students’ work is monitored and assessed.

Help design handouts, data spreadsheets, and training materials for 504 and special education teachers' software and curriculum.

Maintain expanded rosters, IEP rosters, observation rosters, progress reports, report cards, and daily reports needed to meet all guidelines.

Stay well-informed about national and state laws, as well as local regulations and policies related to special education.

Coordinate and monitor the RtI program.

Participate in local and state conferences and workshops and disseminate information to school-level personnel as necessary.

Help to secure data-related information needed for available grants related to SPED, monitor the development, and coordination of special education computer programs, and assistive devices when necessary.

Serve as the 504 Coordinator

Assume any additional responsibilities assigned by the Special Education Students Support Services Director that may be required.

Reports: Student Support Services Director

Salary: Based on experience