



Special Education Compliance Specialist at Independence Charter School West (ICS West)

Our Team and School

Who We Are

- ICS West exists to equip and empower global citizens, so that our communities are united. Our students are becoming the leaders who will bring a divided world back together, and as a team, it is our responsibility to give them everything they need to do so.
- We believe that every student, with no exception, can achieve at their highest level, and our Big Goal reflects this - our students who are below grade level will make two years of growth every school year until they are at or above grade level in all subjects. Right now, many of our students are not at this level. Supporting them in getting there is the focus of everything we do as a team.
- We believe deeply in being an open enrollment, neighborhood public school, with the responsibility to meet the needs of every student who enrolls, with no exception. Special education students currently make up 27% of our student population.
- Finally, we believe that being a cohesive team is the way to realize our vision. Building trust with each other enables us to honor the unique perspectives that every team member brings, talk candidly about these perspectives as we commit to decisions, and hold each other accountable for the results our students deserve.

Fast Facts

- Founded in 2016
- Serving 800 students in grades K-8 in the 21-22 school year, and growing to our full enrollment of 900 students in the 23-24 school year
- 100 team members and growing
- All students taught Spanish starting in Kindergarten
- Located in the Kingsessing neighborhood of Southwest Philadelphia
- Newly renovated three-building school campus (renovation of fourth building in planning)



The Position

Your Job

- You will lead all Special Education workflows (with coaching and support from our Manager of Special Education) that ensure full compliance with all timelines, meetings, procedures, and documentation; assist in building and cultivating relationships with all outside stakeholders (agencies, districts, PDE, APS); and assist in ensuring that we meet not only the requirements, but also the spirit of special education law, meeting the needs of our students and families completely.
- You will be the owner of all Special Education data platforms, and the keeper of all Special Education records, and will create and manage the systems through which our Special Education information “talks” to every other team in our school. You will also work closely with our Data Specialist to ensure that all Special Education reporting, both internal and external, is timely and fully compliant.
- You will be the “glue” person on our Special Education team, making sure nothing falls through the cracks as we go above and beyond to serve our students with IEPs and their families.

Your Teams

- You will be part of the Special Education team consisting of our Manager of Special Education, Special Education Teachers and Assistants, Occupational Therapist, and Speech Therapists.
- Your team is supported by our Director of Student Support and the entire Student Support team (including Counselors, School Social Worker, Student Support Specialists, ELD Teacher, and SEL Teachers), Principal and Assistant Principals, Operations Manager and team, and CEO.
- You will also be part of the team composed of the entire staff of the school, meeting weekly to celebrate each other for living our values and doing our best to support our students.

Your Life

- ICS West is located at 56th St. and Chester Ave. in Southwest Philadelphia. The 13 trolley stops at our front door, and we have limited off-street parking.
- Your start date will be July 1, 2021 (this is a 12-month position).
- The salary range for this position is \$50,000 to \$65,000, depending on experience.
- You will have 15 vacation days in each of your first 3 years with us, increasing to 20 days in your 4th year and beyond.
- ICS West pays for 100% of the cost of employee and dependent health benefits, and matches 403b contributions up to 5%. We do not participate in PSERS.



You

This role is a fit if...

- You know that it is our responsibility as educators to give every single student everything they need.
- You are excited about having a coach and becoming the best you can be in your role.
- You know that a team can accomplish more than an individual, and are excited to get to know your teammates, build trust with them, and have candid conversations with them.
- You are the most detail-oriented person in the room, and enjoy creating systems that make things run as efficiently as possible.
- You can demonstrate expertise with the IEP Writer platform.
- You have a bachelor's degree and a valid Special Education certificate.
- You have at least 3 years of Special Education teaching experience.

Your Impact

- A year from now, the trustworthy data and efficient systems that have grown from your work are "the air we breathe" at ICS West, enabling the entire team to set and meet the most ambitious of goals for our special needs students, and for ourselves as we serve them.
- Within the timelines set out in their IEPs, the students you and your team have supported will all have made clear incremental progress toward being at or above grade level in every subject area according to their IEP goals, placing them on a path toward a rigorous, college preparatory high school, and the ability to choose the life they dream of.
- A generation from now, the students you and your team have supported will be the global citizens and leaders that our world so desperately needs, uniting communities in Philadelphia, across the country, and around the world.

Application Details

If reading about ICS West and this position excites you, we want to meet you! Please send your resume and a cover letter to icswesthiring@icswest.org, and we will be in touch shortly with next steps.