

**EXCEPTIONAL CHILDREN & 504 PROGRAM COORDINATOR**  
**Evergreen Community Charter School, Asheville, NC**

**Full Time;** 11 month

**Start date:** July 1, 2023

**Reports to:** Executive Director

**Compensation:** Salary based on [NC State Salary Schedule](#), NC Health Plan, NC Retirement Plan, paid time off, Employee Assistance Program, free childcare before and after school for ages 5-14, employee-paid supplemental benefit options

**Organization**

Located in Asheville, North Carolina, Evergreen Community Charter School is a tuition-free, public school serving approximately 450 students in grades K-8. We follow the EL Education model, a research-substantiated model for school design with roots in the adventure and leadership organization, Outward Bound. (For more information on EL Education, please see the national organization's [website](#).) Evergreen embraces rigorous and high quality work, character education, social justice, curriculum integration, differentiated instruction, and environmental stewardship. Our strategic priorities are centered on racial equity and academic excellence.

As a public charter school, we comply with all federal and state regulations related to exceptional children (special education) and 504 plans. Our EC program typically serves 14-16% of our student body. We offer inclusion, resource, and separate settings based on students' individualized education plans. Schoolwide we embrace differentiated instruction, curriculum integration, focused literacy and math, challenging performance assessment, environmental education and character education.

*We invite potential candidates for this position to learn more about Evergreen Community Charter School by exploring our website, [www.evergreenccs.org](http://www.evergreenccs.org).*

**Position Description**

The Exceptional Children (EC) and 504 Program Coordinator is responsible for implementing and monitoring the structures, federal and state requirements, staffing, curriculum, instruction, and assessment that form our programs for children requiring special education and children requiring 504 accommodations.

**Administration, Accountability, Compliance**

- Implement and monitor all appropriate regulations and guidelines of programs for children with special needs (i.e., Exceptional Children, related services, 504 plans).
- Write and manage EC grants. Maintain official records of these grants.
- Assume responsibility for knowledge of current legal and educational issues related to differentiated services.
- Conduct yearly internal audits of EC records.

- Ensure timely compliance for referral meetings, evaluation and reevaluation dates, annual IEP meetings, and 504 meetings. Serve as LEA representative for IEP meetings.
- Attend Regional EC Coordinators/Directors meetings.
- Serve on Instructional Leadership Team and assist in achieving school goals.
- Prepare all federal, state and local reports for EC programs and meet all deadlines for submission of all required reports.
- Write LEA Self-assessment Plan for the EC program.
- Articulate current laws and regulations to school personnel and parents.
- Address concerns/questions from parents regarding EC/504 services in a timely manner and follow-up as necessary.
- Articulate the philosophy and practices of the EC program to the school community.

#### Personnel

- Recruit applicants and lead interview teams for EC teachers and associates.
- Ensure that differentiated services personnel have appropriate and current licenses for their teaching assignments.
- Supervise, observe, coach, and evaluate the performance of EC teachers and support specialists.
- Facilitate services of contracted psychologists and persons providing related services to students with IEPs (e.g., occupational therapist, counselor, speech).
- Plan and/or facilitate EC Division meetings and EC-related professional development.

#### **Desired Qualifications And Characteristics**

Evergreen recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage applications from qualified individuals representing diverse social, ethnic, and racial groups.

The EC and 504 Program Coordinator must be an experienced educational leader with a broad base of skills and experience. The successful candidate will possess many of the following:

- Emotional intelligence (self-awareness, self-management, social awareness, social management)
- Strong communication skills
- Proven commitment to anti-racism and interrupting institutional racism
- Lived and/or learned experience in culturally/racially diverse communities
- Interpersonal skills such as compassion, humor, respect
- Valuing the expertise of teachers and supporting their autonomy

#### *Minimum Qualifications:*

NC Exceptional Children teaching license, Exceptional Children teaching experience, Administrative experience in Exceptional Children

*Preferred Qualifications:*

5 or more years teaching students with disabilities in grades K-8, experience with ECATS, administrative experience with 504 Program, experience with Multi Tiered System of Support

**Application Process**

Send letter of interest, resume, and copy of teaching license to [careers@evergreencs.org](mailto:careers@evergreencs.org). Also, please complete the online [application form](#).