

STEM School Highlands Ranch Opening

Position: IEP & Assessment Specialist (Full-Time)

Start Date: July 2024

Salary range: \$61,535 - \$128,547 annually

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. Don't just read about our school; [See what we do every day!](#)

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status or any other status protected by applicable law. We strive to maintain a work environment that is free from unlawful harassment and discrimination.

We believe:

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

What we expect:

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

Benefits: STEM School Highlands Ranch offers employer-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, PTO (based on years of service).

Directions:

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email careers@stemk12.org.

Position Requirements:

- The IEP & Assessment Specialist will be responsible for:
 - Working with families and the Special Education team to schedule and facilitate IEP meetings
 - Working with all stakeholders in the development and implementation of student IEPs
 - Managing and monitoring IEP implementation and compliance for all students on the caseload
 - Monitor and ensure compliance with school, district, and state regulations
 - Monitor and maintain consistency and quality of reports across all building levels
- The IEP & Assessment Specialist will maintain positive, supportive relationships with parents, students, and the special education team.
- Participate in weekly team meetings with special education staff as well as in MTSS and general education meetings as needed.
- Collaborate with DCSD special education coordinator and communicate pertinent and timely information to special education staff and administration.
- The IEP & Assessment Specialist will work collaboratively with other specialists and staff members, including the MTSS Coordinator, ELD Teachers, and G/T Coordinator, regarding consultation of student cases
- The IEP & Assessment Specialist will communicate in a timely manner all pertinent and necessary information to the administration team; the case manager will meet with members of the administration team as needed
- Provide intervention and direct academic special education services when necessary to support team goals and compliance.
- Complete all academic assessments for initial and triennial evaluations for Special Education
- Possess the Crisis Prevention Institute (CPI) certification (or have the ability to obtain) and demonstrate proficiency with the implementation of de-escalation strategies and reestablishing therapeutic rapport in accordance with the CPI philosophy.

Qualifications Required:

- Bachelor's degree or higher from an accredited institution with a valid state teaching license: Special Education Generalist 5-21 endorsement or Special Education Special Services Provider endorsement
- 3 years minimum experience in Special Education
- Experience with Learning Management Systems and Google preferred.
- Excel at organizational tasks that involve many people and variables. Thrive in a diverse, intellectually challenging, entrepreneurial environment.
- Responsiveness: Follow-up and follow-through with students and faculty members is essential.
- Knowledge and the ability to work with both Mac and PC, Google Suite and Microsoft Office

Essential Physical Requirements:

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

Schedule:

- After school
- Day shift
- Monday to Friday

Work Location: In person

This position will be open until filled, but will not be open past: July 12, 2024