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Website: www.libertycommon.org

High School Academic Support Team Coordinator (Temporary)

Liberty Common High School is seeking a full-time 7-12th grade Academic Support Team Coordinator, beginning immediately. This position is a long-term substitute position, with a possibility of a full-time position in the future. Liberty Common High School, in Fort Collins, Colorado, is a Poudre School District charter school dedicated to Core Knowledge principles, and college-preparatory instruction. The school currently enrolls over 520 junior-high and high-school students.

LCHS provides excellence and fairness in education by teaching: 1) a contextual body of organized knowledge, 2) the skills of learning, and 3) the values of a democratic society. This is done through parental choice, partnership with teachers, and student acceptance of responsibility for his/her academic effort.

The Academic Support Team (AST) Coordinator is part of the Liberty Academic Support collaborative team serving special education students and students at high risk. Additionally, the AST Coordinator serves the staff and the school as a whole on a consultative basis.

Essential Functions:

- Administrative oversight of all IEP, 504, and ELD service plans. This includes developing programs, communicating with parents, students, and teachers, and coordinating staffing and meetings for IEP and 504s.
- Plan and deliver instruction to identified students in the classroom or intervention room as needed to help students meet identified academic goals.
- Ensure compliance with all legal requirements in areas served by AST.
- Administrative oversight of MTSS/RtI process for 7th-12th grade students.
- Monitor progress and maintain documentation for students served by AST.
- Act as liaison between parents, students, and school support staff in a collaborative environment.
- Instruct Guided Study classes within the framework of the Liberty Common curriculum.
- Assist with designing interventions and monitoring progress for students who need academic support, but not identified for special education services.
- Assist general education teachers with identifying struggling students, implementing interventions, and monitoring student progress (MTSS/RtI).
- Produce timely evaluation reports, goals and objectives, and documentation for IEP services.
- Create master schedule for AST with regard to standardized testing, classes, and final exams.
- Referral, review, and monitor progress/ maintain documentation for STAT (Student-Teacher Assistance Team) process in coordination with STAT team.
- Attend weekly faculty meetings.

Supervisory duties:

- Supervise special-education department: Including directing weekly clinical meeting, creating an agenda and consulting them the current special education clinical team and PSD.
- Supervise, schedule, evaluate special-education paraprofessionals and resource teachers.
- Report to LCHS administration and Board of Directors.

- Work collaboratively with Poudre School District's Integrated Services Department and attend quarterly meeting..

Minimum Requirements:

- Bachelor's degree with proper teaching-license program required - mild/ moderate needs and/or affective needs.
- Experience working with special needs students in the classroom setting.
- Experience with school student-records and administrative applications.

Preferred Characteristics:

- Background in secondary-school resource programs.
- Knowledge of and experience applying the Exceptional Children's Educational Act when making decisions regarding special-education services.
- Knowledge of curricular content and instructional practices.
- Knowledge of behavior- and classroom-management techniques.
- Proficient computer skills.
- Understanding of LCHS education philosophy and mission.
- Commitment to character education.
- Excellent interpersonal skills.
- Experience working with outside agencies and working within applicable laws and regulations.

For more information about Liberty Common School, see <http://www.libertycommon.org>. Application must include a letter of application, resume, statement of educational philosophy, transcript photocopy, and three references with phone numbers. This job posting will remain open until the position is filled.

Mail to: Mr. Bob Schaffer, Principal
Liberty Common High School
2745 Minnesota Dr., Fort Collins, CO 80525.
Or e-mail to: bschaffer@libertycommon.org

Liberty Common School is an equal opportunity employer.