

The Young Women's Leadership Charter School of Chicago

Position Description

Case Manager/ Special Education Content Area Team Leader/ Resource Teacher

YWLCS is looking for a highly motivated individual who seeks to join us in our mission to inspire urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

Primary Areas of Responsibility

- Facilitate, schedule, and chair all Domain, FIE, and Annual Review meetings insuring full compliance
- Coordinate all referrals for FIEs
- Interface with CPS related service providers and ensure compliance
- Collect all pertinent information for review at IEP meetings: teacher observation, attendance, discipline reports, standardized achievement scores, results of interventions and supports, transition questionnaires, student work/career interest inventories
- Develop IEP, Transition, and Functional Analysis/Behavior Intervention Plans
- Enter all relevant IEP data in IMPACT/SSM
- Knowledge of PARF
- Maintain special education temporary records in a secure location
- Coordinate hearing/vision screening of special education students with technicians
- Arrange accommodations for parents, as needed, so they are able to participate in IEP meetings
- Teach inclusion, resource, and instructional classes for special education students
- Collaborate and provide consultation services with general education teachers to develop modifications/accommodations for the special education students in the regular education classroom
- Advocate for students' needs and train students to self-advocate
- Participant on instructional leadership, academy and content teams
- Maintain such records as attendance, grades, lesson plans, IEP report cards, etc.
- Provide special education related workshops and training to staff in LRE practices, accommodations/modifications, differentiated instruction, etc.
- Maintain LRE binders and monitor compliance with ISBE
- Support School-Based Problem Solving Team
- Monitors test accommodation applications and testing for standardize tests
- Serves on Instructional Leadership Team

YWLCS values:

- Commitment to high academic achievement and equitable outcomes for all students
- Education that emphasizes personal connections and a supportive environment
- Multiple ways of teaching and learning and multiple means of assessment
- Critical thinking pedagogy

- Supportive, caring teaching & learning environment for all members of our school community

Candidates must possess the following:

- College degree and Illinois Teaching Credential required, advanced degree in education or other area preferred
- A relentless commitment to the work of sustaining an innovative environment for young urban women
- Demonstrated interest in public school reform and/or issues of gender equity
- Ability to effectively collaborate with teachers, staff and other members of the school community
- Excellent written and verbal communication skills
- Ability to lead and cultivate relationships with students, families, and staff
- Willingness to participate in ongoing professional development and team and self evaluation
- Previous experience working with people from diverse educational, socio-economic, family, and cultural backgrounds and willingness to cultivate relationships with students, families, and staff
- Proficiency in Spanish preferred
- Ability to respond with flexibility to demands and requirements of a small school environment
- Strong classroom management skills
- Strong teaching background with low-income youth of color and experience implementing anti-racist and multi-cultural curriculum
- Strong understanding of developmentally appropriate middle and high school curriculum
- Ability to work with and understand people from diverse educational, socio-economic, family, and cultural backgrounds
- Ability to integrate technology into student learning activities and effectively utilize technology for personal/professional productivity

Incentives of working at YWLCS:

- Salary commensurate with experience; excellent medical and dental benefits
- Strong vision and mission driven professional environment
- Strong professional development using professional inquiry and critical reflection
- Collaborative work with teachers, students, administration and parents

Interested candidates should send 1) letter of interest, 2) Evidence of Illinois Teaching Credential or 5 years related experience, and 3) resume with contact information for three references to: Chandra Sledge, Co-Director, YWLCS, 2641 Calumet St., Chicago, IL 60616 or email to jobs@vwlcs.org. Letters of recommendation are also welcome.