



**Job Title:** Special Education Coach

**Department:** Exceptional Student Services

**Reports To:** Director of Exceptional Student Services

**Starting Salary:** \$65,000- \$70,000 commensurate with experience

## **Position Overview**

EDUPRIZE is the original charter school in Arizona, the only six-time awarded A+ charter school, and fully accredited with Cognia. We are committed to excellence at EDUPRIZE by working in partnership with families to foster a personalized learning environment where all students are known, valued, and thrive. EDUPRIZE looks for employees who have a strong commitment to our mission and values, and a passion for promoting quality education.

The Special Education Coach supports K-8 special education teachers in the effective implementation of curriculum, development of compliant and high-quality IEPs, and delivery of specially designed instruction. This role serves as a bridge between the special education department and the curriculum team to ensure alignment, rigor, and accessibility for all students with disabilities. The Coach also represents the district in meetings and collaborates with stakeholders to promote best practices and legal compliance.

## **Key Responsibilities**

### **Curriculum Collaboration & Implementation**

- Partner with the general education curriculum team to ensure alignment of special education supports with core instruction.
- Support teachers in adapting and modifying curriculum to meet diverse learner needs.
- Monitor fidelity of curriculum implementation
- Provide coaching, modeling, and feedback on instructional practices and SDI
- Provide guidance with analyzing student data to support instructional decision-making and progress monitoring.

### **Teacher Coaching & Support**

- Conduct check-ins and provide ongoing guidance and mentorship
- Facilitate professional development on instruction, behavior, and IEP development
- Mentor new or struggling teachers through observation, feedback, and goal setting.
- Support teachers in classroom management strategies and evidence-based interventions.

### **IEP Development & Compliance**

- Review and edit IEPs to ensure compliance with federal and state regulations, as well as district standards.



- Provide coaching on writing measurable goals, present levels, and accommodations.
- Ensure alignment between IEP goals and classroom instruction/curriculum.
- Support compliance with timelines, documentation, and procedural safeguards.

## **Meetings & District Representation**

- Attend and, when appropriate, facilitate IEP meetings as a district representative (K-8).
- Collaborate with families, general education staff, related service providers, and administrators during meetings.
- Provide guidance on complex cases, including behavior, placement, and service delivery decisions.
- Ensure meetings are conducted in compliance with legal requirements and reflect best practices.

## **Monitoring & Accountability**

- Monitor implementation of IEPs and services across classrooms and programs.
- Conduct classroom observations and provide actionable feedback.
- Track and support compliance indicators (e.g., timelines, service delivery, progress reporting).
- Assist in preparation for audits, program reviews, and compliance checks.

## **Qualifications**

- Bachelor's degree in Special Education (Master's degree preferred).
- Valid state certification in Special Education.
- Minimum of 3-5 years of successful special education teaching experience.
- Strong knowledge of IEP development, compliance, and special education law (e.g., IDEA).
- Experience with curriculum adaptation, coaching, or instructional leadership.
- Strong communication, collaboration, and organizational skills.

## **Preferred Skills**

- Experience coaching or mentoring adult learners.
- Knowledge of K-8 curriculum and instructional frameworks.
- Familiarity with data analysis and progress monitoring tools.
- Ability to navigate complex situations with professionalism and problem-solving.

## **Working Conditions**

- School-based position with travel between campuses as needed.
- Frequent classroom observations and participation in meetings.
- Ability to manage multiple priorities and deadlines.