



The Delores Taylor Arthur School for Young Men

Special Education Coordinator - Job Description

Reports to: President/CEO

The Delores Taylor Arthur School for Young Men

Our mission is to change the way that the urban male is educated with the goal of increasing college and career readiness and in the end reversing the trend of mass incarceration of urban male that cripples our society. The Delores Taylor Arthur School for Young Men is operated by Lyceum Schools, Inc and is seeking a charter from the Board of Elementary and Secondary Education of the State of Louisiana. Should the charter be granted the school will open in Fall of 2019 with 150 young men in the 9th Grade. The school will add a grade each year until it reaches an enrollment of 600 young men in grades 9-12. The school has support from Camelback Ventures, High Tech High Graduate School of Education, Education Unlimited, The Global Debate Symposium at Colorado College, The Barkley Forum for Debate, Deliberation, and Dialogue at Emory University, and The National Speech and Debate Association.

Ensures Academic Progress

- Advocates for special education students and staff
- Oversees delivery of both instruction and related services as stipulated on individualized education programs (IEPs) to ensure an integrated service delivery system
- Collaborates with school leaders to develop and implement a schoolwide special education adequate yearly progress (AYP) plan
- Develops and implements a special-education-specific performance management tracking system
- Serves as a link between school leader and special education teachers/case managers
- Monitors service delivery in inclusion classes and resource settings
- Reviews all IEPs to ensure that they are based on quantitative present levels of performance, curriculum standards, and content and that they are relevant for individual student
- Stays abreast of best practices
- Recommends strategies to enhance special education performance on standardized tests
- Ensures cooperative relationships with general education staff



Supports IEP Process

- Promotes positive parent relationships and intercedes in complex cases
- Monitors teacher/case manager notifications to parents
- Collaborates with contract evaluators to ensure timely receipt of reports
- Takes comprehensive meeting notes at initial IEP meetings and monitors notes taken by teacher/case managers, records dissenting opinions, and follows eligibility criteria and guidelines

Drives Compliance

- Ensures that special education staff abide by the Individuals with Disabilities Education Act (IDEA) and state and local special education regulations
- Ensures that special education teachers maintain compliance and monitors academic tracking system
- Oversees the compliance of special education files
- Coordinates staff development/training in collaboration with school leaders
- Maintains shared schoolwide calendar of annual, Triennial review, 30-day review, and initial eligibility/IEP meetings to monitor timeline compliance
- Provides monthly reports to school leaders

Qualifications

1. Bachelor's Degree from an accredited institution
2. LA Certification in Special Education or related field
3. Experience as a Special Education Teacher or related specialist, five years preferred
4. Experience designing implementing and monitoring behavioral interventions
5. Experience designing, implementing, and monitoring IEP's.
6. Experience managing/supporting other special education teachers
7. Experience training and developing general education staff in supporting students with exceptionalities

Knowledge

Requires detailed understanding of Special Education rules and regulations on both state and federal levels; IEP/Special Education management systems; School RTI academic, attendance, and behavior models, data systems, and intervention programs; and positive behavioral interventions.

Abilities

Requires excellent attention to detail and follow through to meet Special Education timelines and requirements; ability to maintain confidentiality and exhibit



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professionalism in working to support student, staff, and family needs; and ability to provide input into budget development working with the President/CEO and Director of Finance and Operations to programming and corresponding financial plans that meet the needs of students in the least restrictive environment



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School Nurse – Job Description

Reports to: Academic Director

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Mindsets

You deeply believe that every young man can have a bright future. You realize that each student you meet is an opportunity to be part of an amazing story. As such, you are eager to help him find his voice to tell his story. Part of this is understanding that he is the author and you are simply his muse, inspiring him to see possibilities that he would have never seen before while exposing him to a world of ideas previously unexplored.

You are ready to rise and grind. You are up with the sun and have trouble sleeping because you have so many ideas about how to inspire your students and make the educational experience more robust and engaging. You understand that the young men that you work with come with challenges and you are excited to ruthlessly travel the road to excellence with them.

You are still a student. While you love students more than anything else about this process, you are still excited about your work. Because this is an environment where project-based learning and interdisciplinary work forms the core of what we do, it excites you to learn from your colleagues and students and share your very best ideas with them.

Position Description & Expectations

- Develops policies, procedures and work standards for the school health program.
- Collaborates with other agencies in designing and providing a school health program.
- Provides first aid care and medically prescribed services as needed.



- Disseminates appropriate documentation and procedures as they relate to student health services.
- Maintains security of school health supplies and privacy of student records.
- Serves as a resource person on health issues for students and staff.
- Provides professional development on health-related topics for school staff and volunteers.
- Screens and conducts health appraisals for students and staff.
- Provides follow-up evaluations on students as required.
- Recommends corrective action where problems regarding student health are identified.
- Conducts home visits when appropriate.
- Corresponds with parents on health needs of children.
- Records immunizations, health findings, and other relevant health data.
- Monitors compliance of school health program with federal, state and local laws, regulations and policies.
- Prepares health reports for supervisor, board of education and health department as mandated.
- Negotiates professional and medical services essential to the school health program.
- Initiates health program changes as needed.
- Works with staff and administration to support a healthy school.
- Create and deliver learning sessions to parents, students, or staff to inform them about health issues, solutions, and resources.
- Ensure students have up to date immunization records (or appropriate waivers or notifications of deficiency) on file
- Ensure all students have received the appropriate vision, hearing, and growth screenings.
- Serve as a resource to the school staff members in health instruction.
- Coordinate school and community health activities and serve as a liaison health professional between the home, school, and community.
- Create Emergency and Individual Health Plans for students in need.
- Participate in the IEP plan development and meetings when appropriate.
- Obtain students' health history, review and evaluate history and provide health assessments (with a special focus on students with regular medications, asthma, seizures, diabetes, and other identified health needs).
- Maintain, evaluate and interpret cumulative health data to accommodate the individual needs of students.
- Screen and evaluate findings of the deficit in vision, hearing, growth, etc.
- Provide ongoing health counseling with students, parents, school personnel or health agencies.
- Utilize existing health resources to provide appropriate care of students.

Qualifications

- Licensed to practice as a Registered Nurse or Nurse Practitioner in the state of Louisiana
- At least two years of experience in the field
- Certified in First Aid and CPR
- Experience working with children

Salary will be commensurate with experience. Employee benefits include medical, dental, and participation in 403(b) program.



The Delores Taylor Arthur School for Young Men

Guidance Counselor – Job Description

Reports to: Academic Director

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The Guidance Counselor will have the following duties:

- Developing, implementing and managing school guidance programs
- Working with students in individual, small group and classroom settings
- Assisting students with creating an academic plan for their education
- Helping students plan for college and a successful career after graduation
- Working with students to develop critical life skills such as organization and time management



- Helping students work through difficult situations, such as a divorce or death in the family
- Collaborating with other educators and administrators to ensure counseling programs meet school goals
- Monitoring and recording student progress to ensure counseling programs are effective

The Counselor will possess the following competencies:

- Thorough understanding of the American educational system, including social, cultural and political influences on educational practices
- Knowledge of the organizational structure and elements of a successful school counseling program, in alignment with the ASCA National Model
- Understanding of leadership theories and principles, developmental theory, social justice theory, learning theories, multiculturalism and career counseling theories
- Knowledge of the full continuum of mental health care services, such as prevention and intervention
- Thorough understanding of barriers to student learning and the use of counseling strategies to eliminate those barriers
- Knowledge of individual counseling, group counseling and classroom instruction that promote academic achievement
- Understanding of the legal, professional and ethical issues that affect American schools

The ideal candidate will have:

- . 1) A Master's Degree from a competitive university.
- . 2) Experience in urban and high-poverty schools; preferably in the charter sector.
- . 3) Experience with special student populations;
- . 4) Willingness to respond positively to feedback; Commitment to daily personal and professional growth.
- . 5) A strong belief in The Arthur School mission and educational model
- . 6) A willingness to do whatever it takes to help our students achieve our expanded definition of success.

Salary will be commensurate with experience. Employee benefits include medical, dental, and participation in 403(b) program.



The Delores Taylor Arthur School for Young Men

School Social Worker – Job Description

Reports to: Academic Director

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Position Description & Expectations

- Provide crisis intervention, counseling services and support coordination
- Build trusting relationships with students, families, and school personnel
- Maintain confidentiality of student and family issues
- Provide home visits to meet families to address barriers to learning if needed



- Collaborate with all school personnel to assess students social/ emotional obstacles to success
- Coordinate services for students and families which may involve referrals to community support agencies
- Help families understand school policies, services and programs
- Assist teachers and Leadership in developing plans to help students with academic and behavior barriers
- Mediate matters as it relates to the student's needs between school and family
- Ability to work with a team of teachers and other staff members in crisis situations
- Follow up on student issues referred by parent, teacher, administrator or students
- Develop, facilitate, coordinate prevention activities and intervention services
- Participate in the identification of students who are in need of exceptional services
- Participate in the Individualized Education Program process and development
- Monitors school attendance and develop methods to promote school attendance
- Maintains case files and records to track/monitor that status of student progress
- Provide professional development and in-services to school personnel
- Advocates for children and reports any abuse of a child to the appropriate authorities.
- Assists in coordinating community outreach initiatives for the school.

QUALIFICATIONS

Licensed Master's Social Worker (LMSW) in the State of Louisiana, with a minimum of three years of post-master's experience in a social work setting, providing social work services, in particular working with children, youth and families.

Salary will be commensurate with experience. Employee benefits include medical, dental, and participation in 403(b) program.



The Delores Taylor Arthur School for Young Men

Teacher – Job Description

Reports to: Academic Director

Overview

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You are ready to rise and grind. You are up with the sun and have trouble sleeping because you have so many ideas about how to inspire your students and make the educational experience more robust and engaging. You understand that the young men that you teach come with challenges and you are excited to ruthlessly travel the road to excellence with them.

You are still a student. While you love students more than anything else about this process, you are still excited about your academic discipline. Because this is an environment where project-based learning and interdisciplinary work forms the core of what we do, it excites you to learn from your colleagues and students and share your very best ideas with them.

The Delores Taylor Arthur School for Young Men is seeking teachers with high school teaching experience in English, Social Studies, Science, Mathematics, Physical Education, Special Education, Music, Speech, and World Languages. Certified teachers preferred. Teachers with the certification in teaching English Language Learners are desired.

**Responsibilities:**

The classroom teacher follows the curriculum established The Delores Taylor Arthur School for Young Men, which is designed to meet Louisiana's educational standards. This teacher develops lesson plans from this curriculum. As the teacher creates lessons, she or he keeps in mind that not all students learn in the same way. This means that the teacher needs to present the same concepts in a variety of ways, so that all students can retain the information. Many students need the skills she teaches to do well on college-entrance exams. The teacher may have several classes to prepare for daily. Alternatively, the teacher might teach several sections of the same subject. Students with varying abilities may be assigned to the teacher's classes, or he or she might have students taking advanced placement courses for college preparation. In addition, the teacher will be responsible for delivering the social and emotional growth lessons under the direction of the Guidance Counselor and will be asked to lead one extracurricular organization.

Salary will be commensurate with experience. Employee benefits include medical, dental, and participation in 403(b) program.