



Fiddlehead School of Arts and Sciences is one of Maine's first approved public charter schools. We are located in Gray, Maine, and serve students grades Pre-K through eighth grade.

Fiddlehead is committed to the growth and development of the whole child: socially, emotionally, physically, academically, intellectually, and artistically. The goal of a Fiddlehead Education is for students to build a toolbox of habits, skills, and wonders to drive a lifelong love of learning. We aim to empower learners to seek answers to their own questions and to develop the means necessary for this endeavor.

Description & Responsibilities:

We are looking for a part-time (15 - 20 hours per week) Special Education Coordinator with progressive teaching experience to join our team in advancing instructional practices, and optimizing classroom environments to meet the educational needs of the broad range of learners within Fiddlehead School of Arts & Sciences. This role involves supporting classroom lead teachers, special educators, and support staff, and collaborating with multidisciplinary instructional teams. The Special Education Coordinator will champion inclusive educational practices, and serve as resource for instructional and behavioral approaches that are rooted in civil rights and social justice principles. This position is ideal for an individual who believes in the transformative power of inclusion and is committed to creating learning environments where every student thrives.

This position will report to and coordinate with the Director Special Education.

Minimum Requirements:

- Bachelor's degree
- At least 3 years of classroom teaching experience
- At least 3 years of experience working with students with social-emotional needs

Preferred Requirements:

- Bachelor's or Master's degree in education, Special Education, or a related field.
- Maine Teacher Certification – 282 preferred
- Proven experience in inclusive education and/or coaching roles.
- Strong knowledge of equity, diversity, and inclusion principles in education.
- Effective communication, collaboration, and interpersonal skills.
- Demonstrated ability to lead professional development and mentor educators.
- Knowledge of and ability to apply Universal Design for Learning (UDL) Principles a plus
- Emergent curriculum, expeditionary and/or Reggio Emilia experience – a plus

Responsibilities:

Under the Direction of the Special Education Director

- Coordinate multidisciplinary student support teams to discuss and plan interventions for academic, social, emotional and/or behavioral concerns
- Support special education teachers and teacher assistants relative to the day-to-day implementation of student academic, social, emotional, and/or behavioral support
- Co-plan, implement, monitor, and evaluate the instructional program for students receiving special education services
- Provide support and feedback to special education teachers using the Charlotte Danielson model, and Teacher Assistants using the Fiddlehead Teacher Assistant Evaluation Rubric
- Monitor student progress and participate in the review and revision of Individual Education Plans (IEPs), as appropriate
- Manage, distribute, and maintain special education documentation and records (e.g. copying, filing and distributing written notices, IEPs, evaluations and other paperwork)
- Participate in non-violent crisis prevention and intervention training
- Attend professional meetings, educational conferences, and training workshops to maintain and improve professional competence
- Review and acquire curriculum resources for the special education team, aligned to general education standards
- Model professional behavior in accordance with job responsibilities, policies and procedures, and the expectations of professionals working in a collaborative community
- Build and maintain a safe, fair, and respectful learning environment that celebrates the joy of learning
- Create professional development & training opportunities for the special education team

Benefits

- Competitive salary
- Professional development training necessary to complete the tasks
- Supportive work environment

APPLICATION PROCEDURES

If you are interested in this position, please respond directly to Jacinda Cotton-Castro with your cover letter and resume to: jacinda@fiddleheadschoool.org

Fiddlehead School provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Maine State Law requires ALL school employees to be fingerprinted and pass a Criminal History Record Check (CHRC). A copy of your CHRC MUST be uploaded as part of your application to be considered.