



## Job Posting: Student Support Coordinator

**Organization:** Brooke Charter Schools Network  
**Position:** Student Support Coordinator  
**Reports to:** Principal & Director of Student Support  
**Location:** Boston, MA  
**Website:** [www.ebrooke.org](http://www.ebrooke.org)  
**Contact:** <https://brookema.schoolrecruiter.net>

### Background on Brooke

The Brooke Charter Schools is a network of public schools dedicated to closing the achievement gap in the Greater Boston area. Across the network our students are 98% black and Latino, 78% qualify for free and reduced lunch. Our first school, Brooke 1, was founded in 2002 and currently serves 475 students in grades K-8. The second school, Brooke 2, opened this 2011-12 school year with grade levels K,1, and 5 and will be expanding to grades K,1,2, 5 and 6 in 2012-13. The Brooke Charter Schools Network will open 2 more K-8 schools over the next three years, with our third K-8 opening in August, 2013. This will enable us to scale our impact and serve over 2,200 students and their families in the Greater Boston area. Our students achieve at the highest levels in both the city and the state.

In 2011 our students:

- Ranked #1 among all schools in the state on both the 2011 8th grade English Language Arts (ELA) MCAS and the 2011 8th grade Math MCAS
- Ranked #1 among all schools in the state in the 2011 7th grade ELA MCAS and #2 among all schools in the state on the 2011 7th grade Math MCAS
- Ranked #1 among all schools in the state on the 2011 5th grade ELA MCAS
- Ranked as either the #1 or the #2 school in Boston (in all grades tested) on both the 2011 ELA MCAS and the 2011 Math MCAS
- Attended top high schools and colleges, including Boston Latin, Phillips Andover, and U. Mass-Amherst

### The Brooke Way

We believe that great teaching can close the achievement gap. We believe that great teaching at its heart is both intellectually challenging and dependent on the ability of teachers to forge strong and genuine interpersonal relationships with their students. Therefore, we direct all of our resources toward creating a culture that reveres great teaching, develops it, and supports it.

We invest in this vision by:

- Focusing intently on pre-service and weekly professional development, centered on video analysis, data analysis, and co-planning.
- Holding ourselves accountable by measuring student mastery of clear learning standards, not by scripting the curriculum.
- “Sweating the small stuff” to create a highly functional working and learning environment



## The Role

- Oversee the drafting, implementation, and maintenance of all IEP and 504 plans.
- Lead child study team meetings
- Coordinate special education screenings, referrals and evaluations.
- Coordinate related services
- Confer and collaborate with teachers to ensure that accommodations are met in inclusive settings
- Develop intervention plans with classroom teachers to ensure that student learning goals are clear and measurable and then track student success in meeting these goals
- Teach a limited number of daily support classes in math and/or literacy
- Coordinate the school's special education parent involvement committee
- Coordinate all standardized test accommodations

## Qualifications

- a bachelors or masters degree in special education or a special education teaching license;
- a working knowledge of state and federal special education laws;
- a minimum of 2 years of teaching experience;
- a commitment to ensuring academic success for all students;
- a shared dedication to the Brooke School philosophy and mission;
- good problem solving abilities and creativity; and
- excellent teamwork, communication, and organization skills.

***A Bachelors or Masters degree in Special Education or a Special Education Teaching License is required for this position.***

## To Apply

Please visit our career site to create a profile and submit an application: <https://brookema.schoolrecruiter.net>

Candidates will be prompted to submit the following:

- Resume
- Cover Letter
- Answers to applications listed below (800 total word limit)

### Application Questions

1. Why do you want to work at a public urban school?
2. What do you think are the three most essential elements being a Student Support Coordinator?
3. Ms. Russo has a new student entering her 4<sup>th</sup> grade class. All of the other students have been at Brooke since kindergarten and are at or above grade level. You see on her new student's report card that she failed math. What would be your first steps towards supporting this teacher?
4. Tell us about a time when you faced a challenge when collaborating with others.

*Edward W. Brooke Charter School is an Equal Opportunity Employer*