



**Bellarmino**  
College Preparatory

## ***Services for Students with Disabilities (SSD) Coordinator***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

*Bellarmino College Preparatory, located in San José, California invites applications for a full-time Services for Students with Disabilities (SSD) Coordinator position. This position reports directly to the Assistant Principal for Academics. Bellarmine’s commitment to fairness and justice extends to providing academically qualified students with a disability an equal opportunity to access the school’s programs and activities. With the Coordinator’s vision and oversight, commits to providing an opportunity for academic and personal success for our students with exceptionalities as a core focus, while striving to support the operational excellence of the school. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.*

*Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.*

### **Essential Responsibilities**

#### ***Program Organization and Oversight***

- Provide leadership in the administration, organization, and development of support services for students with disabilities, including but not limited to:
  - referrals, intake interviews, development of formal plans for qualifying students, consultation with students, families, teachers, counselors, and administration for students with diagnosed or suspected conditions presenting symptoms that impact school access and performance.
- Responsible for duties and work products in compliance with state and federal laws and regulations applicable to educational and support services educational opportunities and accessibility for students with disabilities
- Assure consistency and implementation of student plans, objectives, policies and procedures with school, faculty, students, and families
- Determination of eligibility for support services pre and post admissions based on qualifying criteria
- Manage the development, implementation, revision, renewal, and monitoring of accommodation plan for eligible students
- Gather and analyze evidence about the quality of the school program with respect to the mission
- Plan, organize and arrange appropriate professional development program and activities for faculty and staff; provide orientation for new faculty
- Maintain current knowledge of diagnostic and instructional methods and new adaptive technologies pertinent to student learning
- Demonstrate cultural proficiency with diverse population
- Represent the needs of diverse learners as a member of Equity and Inclusion Committee
- Collaboration with Academic/Personal and College counselors regarding shared students

- Function as the Special Testing Coordinator for school and standardized tests, including end of semester assessments, SAT/ACT, PSAT/Pre-ACT, and AP exam programs

***Public Relations and Communications:***

- Ongoing consultation with students, parents, faculty and counselor
- Communicate with students, parents, faculty/staff, prospective families, and outside agencies and professionals regarding Services for Students with Disabilities
- Plan, publicize, implement, and present Parent Night events regarding services
- Annually review, revise and publish SSD Program Parent/Student Handbook
- Represent school support program options through the Admissions Office and other inquires about programming

***Liaisons and Other Responsibilities:***

- Attend Individual Educational Plan (IEP) and other assessment meetings essential to the student
- Consult with private evaluators regarding psychoeducational assessments
- Engage and refer to outside specialists and evaluators as needed
- Meet with parents, students, and counselor following assessment to review assessment results, determine eligibility, and develop formal plans to support performance needs; Advise on remediation plans
- Attend and actively participate with regional and national JSN cohort gatherings. In addition, attend professional gatherings, presentations, and workshops specific to the role
- Serve on school committees at the request of the administration
- Perform or manage other duties and/or projects as assigned

**Minimum Qualifications/Skills:**

- Bachelor's degree and five years working in a school setting
- Extensive experience working with students with exceptionalities
- Ability to review, analyze and discuss norm and/or criterion based evaluation results to students, families and faculty
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Strong presentation skills
- Strong organizational skills which include: records and procedural management for a caseload of 200+ students
- Ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Proven innovator, self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Demonstrated commitment to cultural proficiency
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events

**Preferred Qualifications:**

- Master's degree in related field working with special needs students
- Teaching credential and/or professional CA credential
- Middle and/or high school classroom experience

- Experience in proactively engaging students and their parents to identify needs, improvement strategies, track progress, to ensure student growth and success.

### **Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

### **General Information:**

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 1<sup>st</sup> to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration; training is expected during June 2021

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment webpage](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating “**SSD Coordinator**” in the subject line of the e-mail. Priority will be given to those applications submitted by Friday, March 12, 2021.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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