



Agenda Item:	IV G: Action Item
Date:	September 12, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Gokhan Serce, Chief Academic Officer
RE:	Approval of Board Resolution for Creation of Positions for Magnolia Science Academy (MSA) San Diego and MSA- 4 and for the Improvement of Educational Programs for Students

Action Proposed:

I move that the Board approves the Board Resolution #20240912-02 for creation of position(s) for Magnolia Science Academy (MSA)-SD, and MSA-4 to improve the school educational programs for students.

Purpose:

MPS is implementing changes to the staffing structure at MSA-4 and MSA-SD to better support the growing needs of students with disabilities. Recognizing the increase in this student population, MPS has decided to add a part-time Education Specialist at MSA-4 and a full-time Education Specialist at MSA-SD. These positions are necessary to provide additional support for specialized academic instruction, ensuring that students with disabilities receive the attention and resources they require.

Budget Implications:

- MSA-SD’s enrollment number increased; with that increase, there is also an increase in the number of students with disabilities. Therefore, the increase in enrollment will provide more funding to the school which will cover the cost of the additional Education Specialist.
- Although the number of students with disabilities increased significantly, the overall enrollment number did not increase at the same rate. The school does not have enough funds in their operational budget to cover for the additional expenditures. Therefore, MSA-4 will use their reserves to cover for the expenses.



Exhibits:

- Board Resolution #20240912-02
- MSA-SD Education Specialist Teacher job description
- MSA-4 Education Specialist Teacher job description
- MSA-SD Organizational Chart
- MSA-4 Organizational Chart

Resolution #20240912-02

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**CREATION OF POSITION FOR
FOR MAGNOLIA SCIENCE ACADEMY-SAN DIEGO (“MSA-SD”) AND MAGNOLIA
SCIENCE ACADEMY-4 (“MSA-4) THE IMPROVEMENT OF EDUCATIONAL PROGRAMS FOR
STUDENTS**

WHEREAS, Magnolia Educational & Research Foundation (“MERF”) is a non-profit organization operating public charter schools in Southern California; and

WHEREAS, MERF is reconfiguring the structure of MSA-SD, and MSA-4 educational programs to provide the greatest targeted benefit to students with an emphasis on hands-on learning and support; and

WHEREAS, MERF has determined that adding an additional Educational Specialist position is in the best interest of the school; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MERF (the “Board”) that:

1. MSA-4 will be adding a part time Education Specialist teacher due to the increase in their population of students with disabilities.
2. MSA-SD is adding a full time Education Specialist teacher position due to the increase in their population of students with disabilities.
3. These changes will become effective immediately. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.

PASSED AND ADOPTED by the Board this 12th day of September, 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of MERF.

Resolution #20240912-02

Creation of Position for MSA-SD and MSA-4 for the Improvement of Educational Services for Students

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Board Chair



EDUCATION SPECIALIST TEACHER JOB DESCRIPTION

JOB SUMMARY

The primary role and responsibility of an Education Specialist Teacher is to provide services to special education students with appropriate learning activities and experiences that will enable them to fulfill their potential for intellectual, emotional, physical and social growth. The Special Education teacher will develop instructional materials through accommodated and modified curriculum and adjusted lesson plans. The Special Education teacher will conduct work in self-contained, push in, team, departmental or itinerant capacity as necessary. Special education teachers and paraprofessionals who are authorized to handle crisis situations and physically restrain students will complete specialized training in behavioral interventions, such as Crisis Prevention Institute, prior to placement in the classroom.

JOB DUTIES

- Work in conjunction with students, parents and other members of staff to develop IEPs where students gain meaningful educational benefit
- Team teach and plan with general education teachers to support the instructional program for students with IEP's
- Manage caseloads of students assigned by holding IEP meetings and presenting present levels to IEP teams
- Design, write and use instructional, therapeutic or skill development programs for assigned students and ensure written IEP is available for review
- Ensure student needs and learning styles are met through creation and implementation of appropriate instructional and learning strategies, activities, materials and equipment
- Collaborate with classroom teacher on student IEP to ensure all accommodations and modifications are being implemented and help special education students in regular class when appropriate
- provide instructional support to all students on their caseload based on the Services documented in the IEP
- Design instructional activities by using data from student learning style assessments
- Ensure IEP guidelines are adhered to (accommodations, report cards and goals) when presenting subject matter
- Ensure that accommodations outlined in the IEP are input in the TOMS system for student access with the ELPAC, SBAC and all other formative and summative assessments
- Use an assortment of media and techniques to meet the needs and capabilities of each student assigned
- Produce and oversee teacher aide and volunteer assignments
- Employ Universal Design for Learning technology and Multi- Tiered Systems of Support practices to strengthen the instructional process
- Overseeing special education inventory of equipment / materials. Initiate purchasing of assessment, instructional, sensory and intervention materials as appropriate.
- Produce formal and informal testing to evaluate student success
- Oversee or ensure personal care, medical care and feeding of students as stated in IEP
- Coordinate and manage extracurricular duties as assigned
- Sponsor outside activities approved by the charter principal
- Serve as an example for students, support mission of the charter
- Prepare classroom to enhance learning and to aid in physical, social and emotional development of students
- Control student behavior and implement restorative behavior support plans. This includes handling



crisis situations and physically restraining students as necessary according to IEPs. Additionally, supporting reflection activities, and restoration back into the school/classroom community.

- Collaborate with the classroom teachers regarding student behavior management programs according to IEPs
- Collaborate with Charter School staff and outside resources regarding education, social, medical and personal needs of students
- Ensure necessary and reasonable measures are taken to protect students, equipment, materials and facilities
- Provide input on book, equipment and material selection
- Ensure good communication rapport with parents, students, principals and teachers through conferences
- Create and maintain a professional relationship with colleagues, students, parents and community members
- Present information accurately through clear communication skills
- Enrich job skills through professional development activities
- Keep up to date on and abide by state and charter regulations and policies for classroom teachers
- Gather, manage and file all reports, records and other documents required
- Be active in faculty meetings and assist in staff committees as necessary
- Provide scalable instructional program leadership to all school leaders with specific responsibility for planning, development, implementation, assessment and improvement across all schools.
- Other job related duties and schedules assigned by supervisor

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, bend, and sit for long periods of time. The employee must also be able to listen and hear students, lift and/or move up to 50 pounds and be appropriately mobile, including by escorting students across campus as needed. This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required or assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Position Title: Education Specialist Teacher

Location: Magnolia Science Academy 4 (MSA 4)

Reports To: SPED Coordinator at MSA 4

Employment Type: Part-Time

Start Date: Effective Immediately

Job Summary:

Magnolia Science Academy 4 (MSA 4) is seeking a dedicated and experienced part-time Education Specialist Teacher to support our students with special needs. The Education Specialist Teacher will be directly supervised by the SPED Coordinator at MSA 4 and will be responsible for managing a caseload of students, documenting services, and ensuring that all IEP-related processes are executed effectively and in compliance with regulations.

Key Responsibilities:

- **Case Management:** Take on a caseload of students at MSA 4, ensuring each student receives the appropriate services and support as outlined in their Individualized Education Program (IEP).
- **IEP Documentation:** Accurately document all necessary information, service minutes, and progress notes into the Welligent system, ensuring records are up-to-date and compliant with district and state regulations.
- **IEP Development:** Write high-quality IEPs that meet the individual needs of students, collaborating with parents, teachers, and other relevant stakeholders.
- **IEP Meetings:** Lead and conduct IEP meetings, ensuring that all participants have a clear understanding of the student's needs, progress, and goals. Facilitate discussions to develop and adjust IEPs as needed.
- **Compliance:** Ensure all special education services are provided in accordance with federal, state, and local laws and regulations. Stay informed of any changes in legislation or best practices.
- **Collaboration:** Work closely with general education teachers, support staff, and the SPED team at MSA 4 to support students' academic and social-emotional needs.
- **Student Support:** Provide direct instruction and support to students as needed, both individually and in small groups, to help them achieve their IEP goals.
- **Professional Development:** Participate in ongoing professional development opportunities to stay current with best practices in special education.
- **Additional Duties:** Perform any additional duties as assigned by the SPED Coordinator or school administration to support the IEP caseload and the overall mission of MSA 4.

Qualifications:

- Valid California Education Specialist Instruction Credential (Mild/Moderate or Moderate/Severe).
- Experience writing and managing IEPs and using the Welligent system.
- Strong understanding of special education laws and regulations.
- Excellent communication and organizational skills.
- Ability to work collaboratively with a diverse team and manage multiple responsibilities across two campuses.
- Commitment to supporting the academic and social-emotional development of students with special needs.

Preferred Qualifications:

- Experience working in a charter school setting.
- Bilingual in English and Spanish.

Compensation and Benefits:

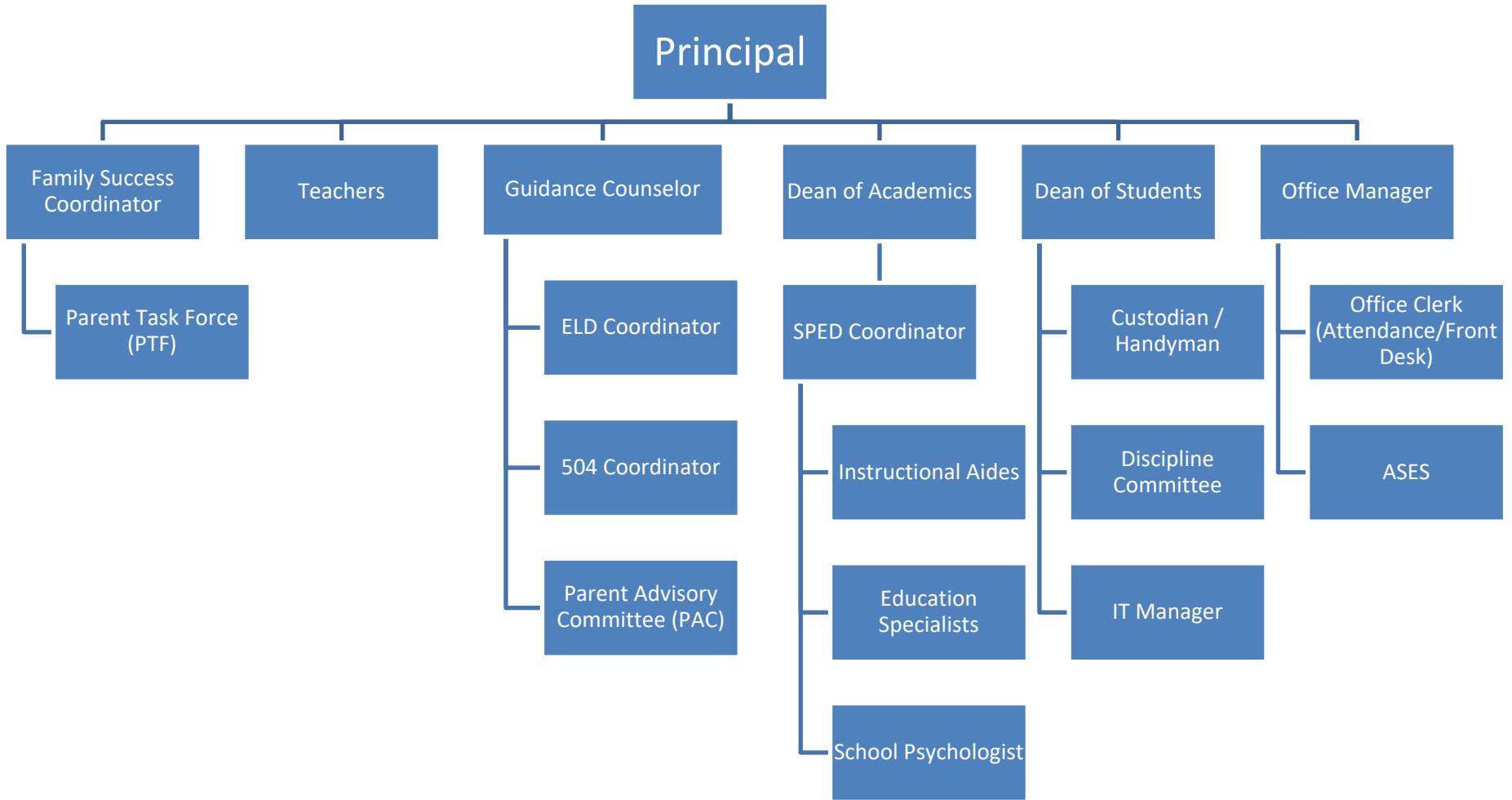
- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Opportunities for professional growth and development.

Application Process:

To apply, please submit your resume, a cover letter detailing your experience and qualifications, and three professional references to [Insert Contact Information].

Magnolia Science Academy 4 is an equal-opportunity employer and is committed to creating an inclusive environment for all employees.

MSA-SAN DIEGO ORGANIZATIONAL CHART-2024-25

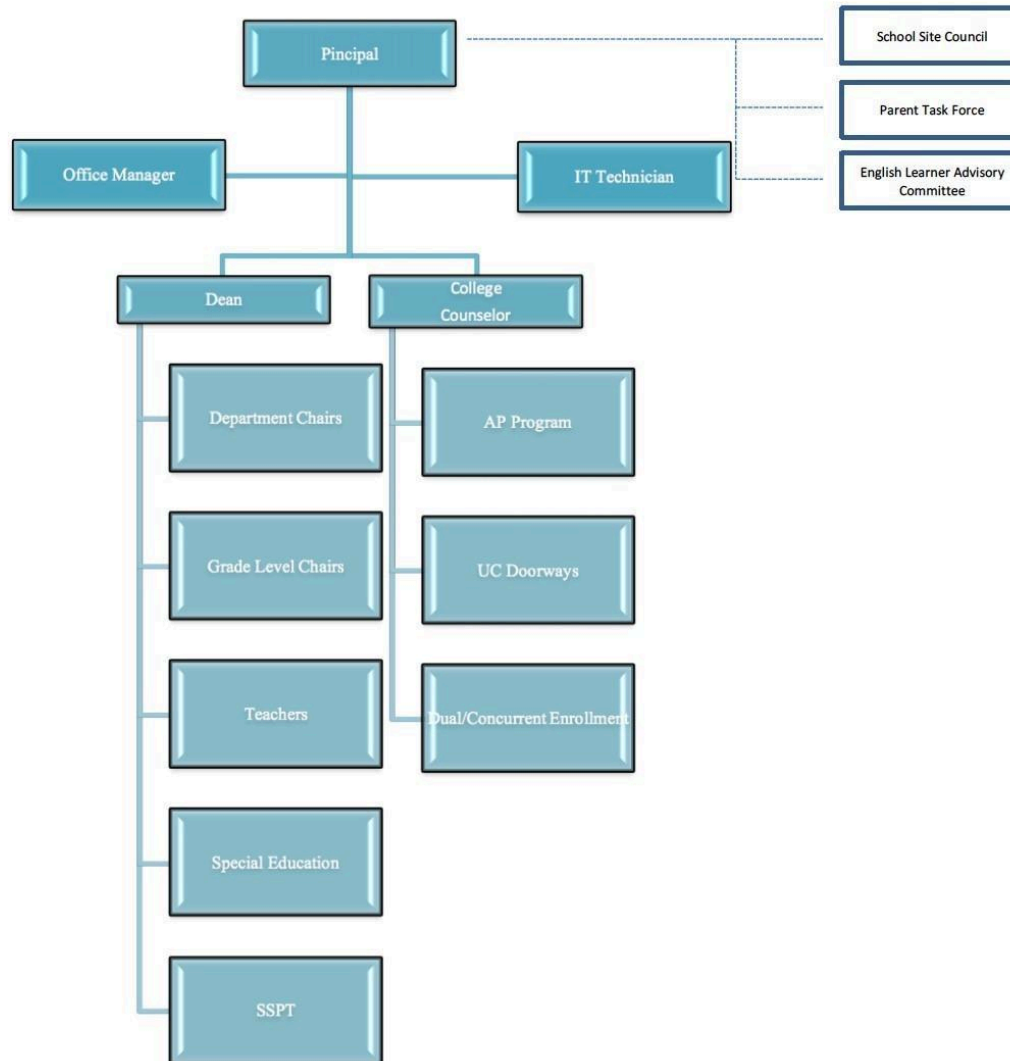


MSA-4 ORGANIZATIONAL CHART

LAUSD CHARTER PETITION

CURRENT ORGANIZATIONAL CHART OF MSA-4

MSA 4's ORGANIZATIONAL CHART



MSA-4 ORGANIZATIONAL CHART UPDATED

