



About O'Dea High School

O'Dea High School is a Seattle Archdiocesan Catholic school whose mission is to educate young men and prepare them to be men of character, faith, and service. O'Dea High School provides young men with a Catholic, college preparatory education. In the spirit and tradition of the [Essential Elements](#) of an Edmund Rice Christian Brothers education, O'Dea's diverse, single-gender learning environment lays a rich foundation for the academic and social development of our students.

Position:

Educational Support Plan Specialist (Special Education)

Qualifications

Bachelor's degree in special education or a related subject (other demonstrated expertise might be considered).

Master's degree preferred.

Washington State teaching certification and current special education endorsement preferred.

Prior secondary teaching experience preferred.

Experience/proficiency in constructivist lesson design, creative problem solving, inquiry-based education, data driven instruction and/or the use of technology in the classroom is preferred.

Successful experience in teaching socioeconomically, racially, culturally, and linguistically diverse populations strongly preferred.

Extensive experience in IEP and 504 plan development, implementation support, and monitoring strongly preferred.

Job Description

Works closely with the counseling department, the Admissions Office, the Assistant Principal of Student Services, the Athletic Trainer, general education teachers, parents and the Directed Studies instructors. The ESP Specialist develops formal accommodation plans for students who qualify with an academic and/or medical need. These students receive academic accommodation in their classes as well as

assistance with self-advocacy and with “working their plans” with the teachers at O’Dea. The ESP Specialist works with families to ensure that qualifying students also receive accommodations on high-stakes tests, including final exams, standardized tests and college entrance exams. Qualifying students receive guidance with the process for attaining and continuing their accommodations in college.

Duties

1. Posts and updates the list of all students on accommodation plans in each confidential grade level notebook in OneNote under “Student ESPs”. This includes a summary of the student’s learning needs and a list of his classroom accommodations. This year’s academic caseload is currently 57 students on academic accommodation plans.
2. Emails a student’s teachers with updated information after the annual review of his plan takes place with the student, parents and counselor, or anytime during the school year.
3. Concussions, injuries and surgeries: Partners with athletic trainer, parents, health care professionals and a student’s teachers to develop a temporary accommodation plan for the student based on medical need. Ben and the ESP Specialist obtain and share any doctor’s documentation. The trainer and the ESP Specialist then team to develop an accommodation plan for the student for his recovery. Depending on the timing and the severity of an injury, teachers can be asked by the Assistant Principal of Students Services to “freeze” a student’s grades at the time of an injury or medical need, (i.e., student is not required to make up missed work), and/or final examinations can be waived. The athletic trainer monitors a student’s physical health at school during his recovery.
4. Mental Health Needs: Accommodation plans are drafted for students with a medical need which involves mental health. With the guidance of the health care professional and the Assistant Principal for Student Services, as well as collaboration with the student’s counselor, and parents, the ESP Specialist develops an individualized plan to help the student stay in school and succeed in his classes during recovery and/or treatment.
5. Monitors and assists in the progress of all students on the ESP Specialist’s caseload in their classrooms throughout the school year.
6. Assist families with the application for requests for accommodations on the SAT and the ACT. The ESP Specialist serves as the SSD Coordinator for the College Board as well as the TAA (Test Accessibility and Accommodations) Coordinator for the ACT. This includes securing SAT/PSAT/AP test accommodations for a student, assisting families with the application process for accommodations on the ACT, and personally administering school-based, one-on-one college entrance exams at O’Dea for students whose accommodations are not provided at a testing site, (e.g. a test administration over multiple days, providing a human reader, allowing breaks as needed, etc.)
7. Works directly with teachers to assist them with the learning needs of students on accommodation plans in their classes.
8. Assists families, serves as the school liaison with the diagnostician, and oversees any evaluation process for a student receiving an outside assessment. For example, students who are being evaluated for ADHD, and other health impairments, and/or students receiving neuro-psychological assessments are assisted in the process by the ESP Specialist. The ESP Specialist also provides a list of diagnosticians to families upon request.

9. Conducts comprehensive Annual Review meetings with the family at the beginning of each school year.
10. Ongoing collaboration and discussion with the counselors about the students' accommodations and progress REQUIRED.

Timeline:

August, Begin Drafting ESP's, (the summer before a given school year): The ESP Specialist communicates with parents of qualifying incoming 9th grade parents and transfer students regarding the support services available to them at O'Dea. S/he meets with any parents and their (qualifying) student over the summer that are interested in drafting and putting in place a formal accommodation plan before the beginning of the school year.

September, ESP's Cont'd: Set up meetings with qualified incoming 9th grade students and parents to draft their initial, formal accommodation plans for O'Dea. Begin scheduling the annual reviews for students already on accommodation plans. Plans are reviewed annually, (or more often based on plan addendums or extenuating circumstances). **Annual reviews occur throughout the entire school year.**

October, PSAT Testing: Assist counselors with facilitation of the PSAT with accommodations, which includes, but is not limited to: 50% extended time, breaks as needed, Four-Function calculator use and use of a computer for writing. The ESP Specialist proctors the PSAT for students with accommodations who have received their SSD number from the College Board.

December (Christmas Break)/January, 1st Semester Extended Time Final Exams: Begin organizing the 1st Semester extended time final exams over Christmas break to be administered in the library in January. The ESP Specialist surveys all teachers to determine which teachers/courses will require an extended time final exam for qualifying students. S/he then sends notice home to families a week prior to final exams with information about their son's extended time finals and his final exam schedule. The ESP Specialist then calls in all students on accommodation plans and speaks to them about their final exam schedules, what finals he will need to take in the library with extended time, and what alternative-type finals such as seminars, projects and presentations, the student will be taking in his classroom.

The ESP Specialist proctors all 7 extended time final exam periods in the library during finals week.

In addition, the ESP Specialist assembles all final exam Digi-Exam codes from teachers, paper copies of finals, and any other necessary materials prior to each final exam period. S/he must also provide additional accommodations during finals, including, but not limited to: bubbling in Scantron sheets for students who circle answers in test booklets, providing breaks as needed, ensuring a student who qualifies uses a computer for writing, allows the Four-Function calculator, etc.

March, Freshmen Registration: The ESP Specialist develops and proctors the Honors Algebra II placement exam for all accepted, interested incoming 9th grade students at Freshmen Registration. S/he complies and organizes the results and provides this information to the Vice Principal for Student Services.

Spring, Petitions the College Board for Accommodations/SSD Numbers: As most 9th grade and transfer students will have been on their accommodation plans for at least four months, (a College Board

requirement), the ESP Specialist submits petitions to the College Board for accommodations for qualifying students on the PSAT/SAT/AP exams. Once an SSD number is granted, a student then has his accommodations for all subsequent sittings for any of these previously-mentioned assessments.

May/June, 2nd Semester Extended Time Final Exams: The ESP Specialist's responsibilities are the same for 2nd Semester finals as with the 1st Semester final exams. However, the ESP Specialist must also meet with graduating seniors prior to their final exams in May. (Seniors graduate in May and do not take their 2nd Semester finals during the school's finals week in June). The ESP Specialist assists these seniors in advocating for their final exam accommodations with each teacher individually for their 2nd Semester final exams.

Required Knowledge, Skills, and Abilities

Knowledge of: special education, effective behavior management techniques; effective instructional techniques, rules and procedures for student safety.

Skill in: proficiency in reading, writing, and oral communications; effective communication with parents or guardians in a diverse community; designing and implementing lesson plans for students having a wide range of achievement; using a variety of instructional strategies to engage student learning through innovative, relevant learning experiences

Ability to: interact with students in a positive and confident manner; be fair and consistent when working with a culturally, racially, and economically diverse student population; adapt to change and remain flexible; organize activities; manage student behavior; use good judgement to maintain a safe learning environment; establish and maintain positive working relationships with students, parents or guardians, staff, and administrators to provide student-centered learning; to teach a broad range of achievement levels; to integrate technology into student learning.

A competitive salary and benefits package, commensurate with experience and effectiveness will be provided. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Please apply directly on the [Archdiocese of Seattle's website](http://www.ocsww.org/employment.php)

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While we are a Catholic school, O'Dea welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating co-curricular activities and coaching sports