



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

The ESP Specialist, in collaboration with the counseling department, the Admissions Office, the Assistant Principal for Student Services, the Athletic Trainer, teachers and parents, develops formal accommodation plans to meet the unique needs of students who qualify with an academic and/or medical need. The ESP Specialist is responsible for developing and evaluating a comprehensive and collaborative program to help students on accommodation plans be successful at O'Dea High School.

Essential Duties and Functions of the Job May Include, But Are Not Limited To:

- Develops and implements annual accommodation plans for students that include: identified need, how student need affects school performance, current assessments and results, current interventions, and recommended accommodations
- Communicates with parents of incoming 9th grade students and develops initial accommodation plans during the summer upon request
- Monitors the progress of students on the ESP Specialist's caseload throughout the school year
- Consults with classroom teachers regarding classroom adaptations, instructional modifications, behavior plans and other interventions to meet the needs of students on accommodation plans
- Assists and advises students with self-advocacy
- Posts and updates student accommodation plans in a confidential, grade level OneNote notebook
- Facilitates the meeting for the annual review of a student's accommodation plan with the student, parents, counselors, and other professionals
- Partners with the athletic trainer to develop accommodation plans for students recovering from concussions, injuries, surgeries, etc.
- Serves as a primary contact for the parent
- Coordinates with the diagnostician, families and teachers, serving as the school liaison for students receiving outside evaluations
- Proctors the PSAT with accommodations onsite
- Organizes, facilitates and proctors extended time semester final exams
- Serves as the SSD Coordinator with the College Board and as the Test Accessibility and Accommodations Coordinator for the ACT organization
- Assists families with the application for accommodations on the SAT and ACT tests
- Administers school-based SAT and ACT tests for students who qualify
- Provides guidance to students and families with the process for attaining and continuing accommodations for post-high school education

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.ocsw.org/employment.php>)

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