



JOB DESCRIPTION

TITLE:	Educational Support Specialist
REPORTS TO:	Director of Educational Support
DATE:	December 2022

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary: *This is a 3-5 sentence summary of the overall position responsibilities.*

This is a full-time position from 7:30 AM – 3:00 PM. The Educational Support Specialist will develop accommodations, provide academic support, work with families and faculty to implement accommodations and modifications in the classroom to support student growth. This position will be filled by a candidate who can build relationships with students and families, collaborate with teachers, self-direct, monitor progress, and creatively support student learning. Part of the job will entail implementing small group learning sessions, working in collaboration with general education teachers to provide supports in the classroom and 1:1 tutoring support. This is a relatively new position and we have some exciting opportunities to build out structures to better support a diverse group of learners.

Essential Functions/Responsibilities: *Describe the essential responsibilities and activities of the position below indicating the approximate percent of time spent performing each activity. The percentage should total 100%. Please include only responsibilities that account for 10% or more of your time and group all others into one category if necessary.*

- 1. (40% time) In-Class Support** – Using the student’s Educational Support Plan, you will collaborate with the classroom teacher to develop accommodations and modifications to make the learning accessible. This will include data collection and developing supports for students.
- 2. (20% of time) Small Group/1:1 Instruction** – Identify needs and work with general education teachers to cultivate small learning communities to support student growth and enhance instruction.
- 3. (20% of time) Family Engagement** – Connecting with families, via email, phone and meetings to support student access and growth in the classroom while connecting supports in school to supports happening at home.
- 4. (20% of time) Collaborative Teamwork** – Working within a team to support the collaborative efforts within the department, focusing on access for students via Educational Support Plans. This includes monitoring grades and growth throughout the year and developing interventions to support student success.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

- HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree:.

- Education – preferred teaching, coaching, mentoring background
- Instructional Strategies – preferred to have experience working with high school age students

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Experience working with high school age students in an instructional setting, coaching or otherwise.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

None required but we would support and encourage you to take classes toward earning certification for teaching.

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Interpersonal skills, teamwork, organization, student relationships, content knowledge of HS academics, ability to take notes and learn along with the students, modeling appropriate in-class skills for students, communicating effectively with students and staff

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Data collection, technology proficient (email, cloud collaboration, Teams, One Note)

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking			X	
Bending			X	
Standing			X	
Stooping			X	
Sitting		X		
Climbing	X			
Driving	X			
Traveling		X		
Extended hours and/or nights and weekends as needed		X		

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Lifting up to 50 lbs. with or without assistance	x			
Lifting over 50 lbs. with assistance	x			
Stretching/reaching		x		
Distinguish smell/temperature	x			
Hearing				x
Seeing				x
Speaking and communicating effectively with all people including some with diverse backgrounds				x
Operating computer and standard office equipment				x
Hand/finger dexterity				x
Motor skills and hand-eye coordination				x
Exposure to hazardous materials	x			
Exposure to outside activities that could include extreme temperatures or inclement weather		x		
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Please contact Lucas Dobbs, Assistant Principal of Academics, at ldobbs@odea.org