



# JOB DESCRIPTION

**TITLE:** Educational Support Faculty  
**REPORTS TO:** Assistant Principal of Academics  
**DATE:** May 2025

**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 teaching position starting in mid-August for a total of 186 annual work days. The Educational Support Faculty will carry a caseload of students with diverse learning needs, working with families and providers to implement appropriate supports in the classroom setting. This role will provide academic support and work with 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, collaborate with teachers, self-direct, monitor progress, and creatively support student learning. Part of the job will entail writing and updating Educational Support Plans, building and implementing small group learning sessions, working in collaboration with general education teachers to provide supports in the classroom, and 1:1 tutoring support.

**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. (60% time) In-Class Support** – Using the student’s Educational Support Plan, you will collaborate with the classroom teacher to develop and implement accommodations and modifications to make the learning accessible. This will include data collection and developing supports for students. This also includes writing and updating Ed Support Plans and updating College Board accommodations.
- 2. (30% 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. (10% 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:.

- Special Education certification preferred
- 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):**

WA State Teaching Cert or in process of earning preferred

**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<br>(up to 25%) | Frequently<br>(26-75%) | Constantly<br>(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<br>(up to 25%) | Frequently<br>(26-75%) | Constantly<br>(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.*

**Salary:** Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. This is a full-time teaching position with a salary range of \$63,816 to \$112,635 annually.

**Benefits:** A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

To apply, please contact Lucas Dobbs, Assistant Principal of Academics, at [ldobbs@odea.org](mailto:ldobbs@odea.org)