



Education Specialist

IMMEDIATE SUPERVISOR

Lead Education Specialist and Academic Development Director

WORK SCHEDULE

- **Monday-Thursday** - Must be on campus during regular school hours (9am-3:30pm)
- **Friday** - Expectation is to be available to students and to attend scheduled staff meetings. (Working from home on Friday is an option, if no meetings are scheduled.)

COMPENSATION

- \$45,000-\$55,000 Full time salary (*Varies depending on student caseload and experience*)

GENERAL DUTIES

The Education Specialist (ES) will provide support to families in developing each child's Personalized Learning Plan. The ES is responsible for documenting students' progress in completing the state standards by creating a Learning Record.

ESSENTIAL REQUIREMENTS

- Experience in educational environments; training in K-12 education
- Hold an appropriate license from the Teacher Standards and Practices Commission
- Demonstrate command of the English language, both oral and written
- Demonstrate the ability to effectively work and communicate with students, parents, and school personnel
- Demonstrate proficiency in word processing, spreadsheets, and electronic research and communication
- Demonstrate proficiency in the organization and maintenance of educational records and associated paperwork
- Demonstrate effective time management, including the ability to meet deadlines when assigned
- Demonstrate ability to work collaboratively with others
- Maintain integrity of confidential information relating to students, staff, or district patrons



ESSENTIAL RESPONSIBILITIES

Professional Duties:

- Maintain current licensure
- Read work related emails daily and respond within two working days
- Attend scheduled staff training and meetings. This includes arriving on time and staying to the conclusion of the meeting. If illness or family emergency prevents attendance, notification must be given to an administrator prior to the meeting
- Annual development and implementation of an approved plan for professional growth and development
- Complete the requirements for professional evaluation as outlined in the handbook
- Complete all annual safety trainings before meeting with students in September
- Participate in a School Improvement Committee
- Participate in Professional Learning Community meetings (Department and/or Team)

For the Student:

- Meet with each individual student weekly to discuss body of work and assess learning
- Track daily attendance for all students (Monday-Friday) and maintain accurate attendance reporting
- Complete the required monthly Learning Record, paperwork, and documentation for each student
- Evaluate student progress towards the completion of state standards
- Administer and/or support student participation in state and district testing
- Oversee high school transcripts and track progress toward graduation requirements for high school students; maintains accurate tracking of standards for K-8 students
- Report to administrative staff any concerns regarding lack of academic progress or attendance
- Attend student intervention meetings (ITeam, 504 and IEP) when necessary
- Monitor student allotments for curriculum purchases
- Work with families to schedule students in classes that support their Personalized Learning Plan

For the Families:

- Help each family develop their student's Personalized Learning Plan
- Guide families in selecting and scheduling on-site classes
- Facilitate the ordering of materials and monitor material check-out and check-in
- Research educational resources to assist in finding new curriculum options for families
- Communicate regularly with families regarding school policies and procedures
- Communicate with families regarding the student's progress toward graduation requirements
- Monitor student progress in on-site classes through ACA's student information system



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. We expect that every employee will offer their services wherever and whenever necessary to ensure the success of ACA's goals.

WORKPLACE EXPECTATIONS

- Work effectively with people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior and speech
- Dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all ACA policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to students, staff, or District patrons

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, and is regularly required to use hands and fingers to type or dial. The employee is occasionally required to reach with hands and arms, climb or balance, and use stairways to climb to multiple floors within an office building.

The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.