



JOB DESCRIPTION

Position Title:	Educational Specialist
Reports to:	High School Principal
Evaluated by:	High School Principal
Hours:	Full-Time, (Exempt)
Salary:	Based on experience
Work Location:	The Potter's House High School

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Bachelor's degree in related field
3. Master's degree
4. State of Michigan Certification in Special Education (required); Endorsements in LD and EI (preferred)
5. State of Michigan Certification as a Special Education Administrator (preferred)
6. Classroom teaching experience at the secondary level (preferred)

Primary Responsibilities:

1. Coordinate support services throughout The Potter's House High School (TPHHS)
2. Schedule and coordinate Student Support Team meetings for the year
3. Establish and maintain a TPHHS referral process.
4. Collaborate with general education teachers concerning students who are at-risk in the learning environment (Consultation Role).
5. Evaluate and diagnose skills, learning styles, neurodevelopmental patterns, and disabilities (Diagnostic Role).
6. Remediate learning deficits through direct instruction with students (Teaching Role).
7. Coordinate the work of paraprofessionals (Supervisor Role).

Characteristics of Professional Excellence for Faculty and Staff

The faculty and staff of The Potter's House commits to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school:

1. Follows Jesus passionately
2. Reliably accomplishes the foundational and universal responsibilities of the profession
3. Cooperates with colleagues and stakeholders, embracing differences with Christ-centered hospitality
4. Ensures that all students are growing as learners by implementing pedagogical tools that attend to a wide range of learning and language needs.
5. Pursues mastery of the content in every assigned course and continuous improvement in teaching.
6. Develops deep, effective, and professional relationships with students
7. Embodies the mission and vision of the school

Principle Tasks

1. Collaborate and consult with general education teachers, administrators, and parents concerning students receiving direct and indirect service from the resource/inclusion program, including the following issues: a) academic adjustment b) social development c) providing materials as necessary.
2. Meet regularly and as needed with Student Support Teams to discuss student progress and to make decisions about support.
3. Coordinate and facilitate formal teacher-to-teacher meetings as necessary.
4. Manage as necessary the flow of information between the Student Support Teams and The Potter's House High School's central office staff (or other support staff)
5. Conduct evaluation of students relative to academic progress and learning needs
6. Support the teacher by providing academic classroom interventions for students
7. Report evaluation results to parents/guardians and to school staff
8. Provide a classroom for pull-out sessions for students with the highest level of academic needs
9. Make suggestions to faculty concerning effective teaching strategies relative to assessment results
10. Coordinate Official Accommodation Plans (OAPs), including accommodations, updating them annually
11. Review and maintain up-to-date records in the students' CA-60s
12. Design and deliver instruction appropriate to the neurodevelopmental and academic needs of students who have disabilities (including home and life skills if needed)
13. Provides 4-days-per-week after-school study sessions (3:35-4:30pm) with students with the highest level of academic need.
14. Integrate a variety of materials into the learning environment appropriate to the unique learning styles of learners
15. Maintain records of student objectives and student progress
16. Maintain communication with parents of students receiving service from the resource/inclusion program
17. Plan and participate in parent meetings during scheduled school conferences and as needed
18. Coordinate grade-level team meetings
19. Provide resources and professional development for high school faculty and staff as needed
20. Coordinate initial and updated testing for proper diagnosis

Physical Requirements

Applicants who are, or become disabled, must be able to perform the essential job functions and meet basic job qualifications either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.