



THE POTTER'S HOUSE JOB DESCRIPTION

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| Position Title: | ELEMENTARY EDUCATIONAL SUPPORT SPECIALIST |
| Reports to: | Education Support Services Director |
| Department: | Education |
| Hours: | Full-Time Per Contract |
| Exempt/ Non-exempt: | Exempt |
| Salary: | Salaried Contract Based on Teacher Scale |
| Benefits: | As offered per personnel policies |
| Position Category: | Teacher |
| Position Calendar: | School Schedule plus Professional Development required days as indicated by supervisor |

Summary

A Potter's House teacher is committed to fulfilling the mission and vision of the school. The role includes all aspects of planning, organizing, and implementing an appropriate instructional program that guides and encourages students to become resilient followers of Jesus who are equipped to serve God and society to their fullest potential.

Qualifications:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Loyal and supportive of The Potter's House mission, vision, and values.
3. Education: Master's degree in Special Education.
4. Two-Three years of teaching experience in the Special Education field.
5. Certifications: Active Michigan teaching certificate in Special Education.

Characteristics of Professional Excellence for Faculty

The faculty 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. Follow Jesus passionately.
2. Reliably accomplishes the foundational and universal responsibilities of the teaching 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.

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers daily and other school events and functions, as directed by the Building Principal.
2. Provide students with direct instruction for academics, as well as provide social and emotional support according to student goals.
 - a. Design and support the delivery of instruction appropriate to the neurodevelopmental, social and emotional, and academic needs of students who have disabilities.

- b. Develop and coordinate individualized student plans/person-guided plans, including accommodations and goals, updating them annually and as needed.
- c. Maintain records of student support, including student goals and progress.
- d. Integrate a variety of materials into the learning environment appropriate to the unique learning profile of those receiving Educational Support Services.
3. Lead the Referral Process.
 - a. Facilitate the educational evaluation process for newly referred and re-evaluated students.
 - b. Administer formal and informal evaluation tools (WJIV, NWEA, Reading Acadience, etc.).
4. Participate in Student Success Teams, Child Study Teams, ESS Team, and the Godfrey-Lee Team
 - a. Meet monthly in Student Success Teams and Godfrey-Lee team meetings to discuss student progress and make decisions about student support.
 - b. Meet weekly in Child Study Teams to discuss student concerns (academic, behavioral, social and emotional)
 - c. Meet weekly with ESS Team.
5. Consult and collaborate with general education teachers, administrators, parents and students concerning students receiving direct and indirect support from the Educational Support Services team; including support for academic skills development, social and emotional learning skills development, and physical/medical needs.
 - a. During teacher consults, hold teachers accountable for implementing student OAP's (Official Accommodation Plans), and promote understanding and use of student specific accommodations/modifications.
 - b. During teacher consults, collaborate with classroom teachers concerning students who are not flourishing.
 - c. Articulate a vision of belonging and intentionally support all staff to create a community in which each student experiences full membership in the school setting.
6. Create Student Learning Profiles through the evaluation of skills, analysis of neurodevelopmental and social and emotional patterns, and understanding of specific disabilities.
7. Communicate and collaborate with parents, students and staff regarding student plans and progress.
 - a. Share all Student Learning Profiles/evaluation results with parents/guardians and all relevant school staff.
 - b. Maintain communication with parents of students receiving Educational Support Services.
 - c. Plan and participate in parent meetings during scheduled school conferences, and as needed.
 - d. Share with students their own Student Learning Profiles, and empower them to advocate for strategies that work well for them in the classroom setting.
8. Coordinate and supervise the work of para-educators in pull-out and push-in learning environments.
9. Maintain a valid state level teacher certification in Special Education
10. Develop a plan to maintain and advance professional skills
11. Attend All Belong Heart and Mind Training and incorporate language in consults, parent and student meetings
12. Be included in all aspects of school life-meeting the expectations set for all staff members
13. Perform any other duties that may be assigned by the direct supervisor, which may include, but are not limited to, the following: before-school and after-school student supervision, daily advisory/homeroom supervision, school-day class trip attendance, class retreat participation, lunch time supervision, etc.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

To apply, please send your letter of interest, resume, and completed **application** to: The Potter's House; Attn: Janorisé Robinson; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or email jrobinson@tphgr.org.