

St. Clare Catholic School

Educational Specialist Job Description

Job Title: Educational Specialist (K-8)

Exemption Status: Exempt

General Summary:

The educational specialist is responsible for identifying, assessing, and assisting students who have learning and behavioral difficulties. Duties include the assessment of student needs and abilities, planning and implementation of one-on-one and small group instruction, and consultation with teachers and parents. The educational specialist will design accommodations and modifications to the general classroom curriculum that should enable students with learning challenges to succeed at St. Clare.

Essential Duties and Responsibilities:

- Perform formal and informal assessment of students who are struggling academically and interpret the results for the student's teacher(s) and parents
- Screen new and kindergarten students to determine proper educational placement
- Review and interpret information found in a student's permanent school record
- Review and interpret information found in medical and psychological evaluations
- Consult with other professionals who are involved in evaluation, diagnosis and/or education of St. Clare student(s)
- Consult with classroom teachers regarding a student's educational needs
- Plan classroom accommodations and modifications for students who have been diagnosed
- Develop individual service plans for students who require extra classroom support
- Develop and present in-service programs that highlight information regarding special education issues and learning strategies for student success
- Utilize data to determine students that will receive one-on-one or small group instruction from the educational specialists
- Constant, consistent communication with parents about their child's individual service plan
- Attend special education meetings and work with public school professionals; act as an advocate for students who transfer to public school programs or who need public school services
- Coordinate the testing schedule for students who are pulled from the classroom for assessments
- Provide continuous communication to administration about students, parents and teachers
- Accept and review student referrals with teacher and/or parent concerns
- Organize appropriate scores and observations to develop necessary interventions based on student concerns, communicate action plan with parents and teachers, and provide information for further testing if interventions are not successful to student learning
- Create digital and physical student files which contain information about student's learning progress, communication, service plans or intervention plans, and data collected for diagnosis
- Help teachers organize goals for students that have been retained
- Work with school counselor to gather data for students with ADHD/ADD and other social/emotional concerns
- Work as a team with all grade levels to provide support to students and teachers

Basic Qualifications:

- A working knowledge of and a strong commitment to the Catholic church.
- Excellent communication skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Proficient in the use of computer technology including Google Classroom
- The ability to successfully complete a criminal history and background check

Education and Experience:

- A Bachelor's Degree in education from an accredited university
- Trained in Orton Gillingham or willing to attend training in July 2024
- Preferred: Degree or endorsements in special education and/or reading specialist

Compensation:

- Based on experience and qualifications