

Ripon Christian School

Educational Support Specialist

Report to: Director of Learning

**Qualifications:**

1. Faith in Jesus as their Lord and Savior
2. Certified Teacher preferably with special education experience
3. Ability to relate to students of all abilities
4. Able to maintain confidentiality
5. Ability to develop complementary relationships with teachers.
6. Ability to promote *belonging* in the classroom and school.

**Basic Responsibilities:**

1. Participate in implementing the referral process for students as determined by the Student Success Team.
2. Collaborate regularly with general education teachers concerning students who are at risk in the learning environment.
3. Direct support services for students in the classroom to enhance their learning environment.
4. Provide directed instruction or interventions as needed.
5. Promote understanding and use of student-specific accommodations/modifications.
6. Maintain a valid teacher certification

**Principle Tasks:**

1. Meet regularly with the Student Success Teams to discuss student progress and determine initial or continued support.
2. Implement the established RTI/ MTSS Benchmarking and Progress Monitoring protocol.
3. Develop Student Support plans.
4. Conduct regular formal teacher to teacher meetings to inform about students and their progress.
5. Provide teachers with resources to support students in their classrooms.
6. Provide direct instruction as needed in or out of the classroom.
7. Implement and direct the Student Support Plans and review them annually.
8. Implement, design, and support the delivery of instruction appropriate to the neurodevelopmental and academic needs of students.
9. Maintain records of student learning goals and student progress.
10. Manage the assignments of the para educator, and provide support when needed.
11. Manage the flow of paper information and provide the Director of Learning with any confidential information for record-keeping.
12. Plan and participate in parent meetings as necessary.
13. Maintain communication with parents of students receiving support services.
14. Other tasks as assigned by the Director of Learning