



POSITION OVERVIEW

Job Title: Educational Support Services Specialist

Campus: Norfolk Lower School

Reports to: Campus Assistant Director

Job Summary

The goal of Educational Support Services at Norfolk Christian is to serve students with exceptional learning needs by providing differentiated education supports and academic opportunities.

The ESS Specialists assigned to the Lower School (PK3 - 5) will serve students with diagnosed learning disabilities and learning differences, as well as students who are at risk for academic failure.

Responsibilities and Principal Tasks

- Provide multi-tiered academic, social, and behavioral supports within the context of a college-preparatory curriculum and a general education classroom
- Integrate a variety of materials into the learning environment appropriate to the unique learning profile of those receiving Educational Support Services
- Maintain records of student support services including student progress
- Implement a school wide referral process including planning and participating in Student Success Team meetings and parent meetings
- Collaborate and consult with general education teachers, administrators, parents, and students concerning students receiving direct and indirect support from the Educational Support Services team, including supports for academic skill development, social and emotional learning skill development, classroom community skills, and physical/medical needs
- Create and update student learning profiles through the evaluation of skills, analysis of neurodevelopmental and social and emotional learning patterns, and understanding of specific disabilities
- Share all student profiles/evaluation results with parents/guardians as well as all relevant school staff
- Design and provide students with direct instruction for academic, social and

emotional lagging skills

- Coordinate the work of paraeducators in pull-out and push-in learning environments
- Supervise training of paraeducators
- Teach students about their own learning profiles and empower them to use and advocate for strategies that work well for them in the school setting
- Promote understanding and use of student specific accommodations
- 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
- Be involved, as needed, with the MTSS benchmarking and progress monitoring protocol

Qualifications

- A Virginia State teaching license in Special Education
- Knowledge of and experience working with students with Specific Learning Disabilities, ADHD, Autism Spectrum Disorder, and other Learning Differences
- Excellent written and verbal communication skills
- Excellent collaboration and problem-solving skills
- Proficient in data taking and record keeping
- Knowledge of inclusive practices

Other Expectations

- Develop a plan to maintain and advance professional skills and dispositions
- Be included in all aspects of school life—meeting the expectations set for all staff members
- Maintain a valid state level teacher certification in Special Education