

## Union Public Schools Job Description

<b>Position Title:</b>	<b>Carrera Academic Specialist</b>
<b>Department:</b>	Teaching and Learning
<b>Reports To:</b>	Carrera Program Director (in Consultation with Site Principal)
<b>FLSA Designation:</b>	Exempt
<b>Calendar:</b>	12 month

**SUMMARY:** The Academic Specialist coordinates and provides academic intervention, remediation, and support to Carrera students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Monitors the academic progress of all Carrera students using data on an on-going basis.
- Develops Individualized Academic Plans (IAP) for each participant in the program using staff observations, interaction with teachers, school records, alternative assessment, and appropriate standardized test scores.
- Coordinates Carrera tutoring services, including the work of the Carrera teacher's aides, to maximize student support and success.
- Assess the effectiveness of the services provided through the academic specialist and Carrera teacher's aide in order to continuously improve the implementation of the instructional plans.
- Reflects regularly with colleagues, school leadership, students, and families on student goals, performance, and progress.
- Supports district curriculum, instruction, and assessment.
- Provides instructional assistance by observing instruction, offering feedback, and consulting with Carrera teacher's aides to develop best practices.
- Plans activities related to specific lessons and/or instruction with individuals/groups of students.
- Helps gather materials and finds resources to support instruction.
- Models lessons/strategies or co-teaches with the classroom teacher as needed.
- Designs and uses a variety of active teaching and learning strategies to improve student performance. Creates and adapts developmentally appropriate and engaging curricula and instructional materials in order to ensure access for students with disabilities. Infuses special education techniques and skills into the curriculum to adapt and differentiate instruction for students with disabilities. Consults with special education and ELL teachers as needed.
- Supports the district goal of 100% graduation and college/career readiness by helping students prepare for college, careers, vocations, and service industry professions as necessary and coordinate with employment and counseling staff to ensure uniformity of purpose.
- Collaborates with Carrera staff and other teachers in the building. Attends professional development activities to ensure a common program/school-wide philosophy on teaching and learning, consistency of grade level expectations, and the scaffolding of strategies and skills within a grade and across subjects.
- Meets regularly with program director and site principal as needed.
- Attends ongoing meetings and trainings offered by CAS-Carrera or Union.
- Submits regular updates to program director and site principal to document progress toward meeting site/district goals.
- Works with Carrera team throughout the year to provide enhanced educational learning for students through college visits and other appropriate trips.

- Demonstrates an understanding of the Carrera program philosophy.
- Provides a maintenance program in the summer to meet educational needs.
- Assumes personal responsibility to remain current in best practices and research through independent study.
- Demonstrates strong interpersonal skills and abilities to work as a member of a collaborative team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree required with demonstrated quality in teaching experience and teacher leadership. Knowledge of state, district and classroom-based assessments.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

**MATHEMATICAL SKILLS:** Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may

occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.