

## HUNTINGTON BEACH CITY SCHOOL DISTRICT

**CLASS TITLE:           TEACHER SPECIALIST, STUDENT SUPPORT**

**DEFINITION:**

Under general supervision, provides academic and instructional support to students and teachers; develops targeted academic intervention support; supports the implementation of assessment, curriculum, academic and instructional and programs; assists with student behavior interventions. This position is directly responsible to the school principal.

**REPRESENTATIVE DUTIES:**

Assists/ develops targeted academic intervention programs.

Assists teachers in the evaluation of student work and development of student academic improvement plans.

Assists grade level teams/departments in the establishment and monitoring of goals for student progress.

Assists teachers in the analysis of assessment data and development of goals and plans for improvement

Provides staff development in specific instructional strategies, including strategies for English Language Learners, students at risk of retention, differentiated instruction, etc.

Assists teachers with specific literacy intervention programs such as Language!, Read 180 and other supplemental programs.

Provides staff development in curriculum content standards, curriculum development, implementation, and modification, including new textbook adoptions.

Provides support for the implementation of student IEPs.

Models and demonstrates effective instructional and classroom management strategies.

Provides support to new teachers.

Develops and maintains standards of student behavior.

Provides student academic and behavioral support/counseling.

Communicates with parents regarding student progress.

Facilitate/assist with Student Study and/or Intervention Teams.

Coordinates/assists with student assessment, STAR, CELDT, etc.

Assists with the development and implementation of the Single Plan for student achievement including state and federal programs.

Assists administration in the development of master and student schedules.

Participates in district meetings and inservice programs as directed.

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge Of:**

- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Principles and practices of training and providing work direction.
- Technical aspects of field of specialty.
- District organizational operations, policies and objectives.
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of District students.

### **Ability To:**

- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Train and provide work direction to others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedules and timelines.
- Observe health and safety regulations.
- Accept and carry out responsibility for direction, control and planning.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, appropriate credentials, and appropriate postgraduate units and/or training.

**Other Requirements:**

Condition of Employment: Insurability by the District's liability insurance carrier.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid teaching credential authorizing service at K-8 grade levels
- Valid California driver's license

**WORKING CONDITIONS:**

This position performs light work that involves sitting with some walking and standing for periods of time. This position may occasionally require moving or lifting up to fifty (50) pounds. This position requires accurate perceiving of sound; near and far vision; depth perception; mobility to reach and bend; dexterity in working with office machines and materials; and the providing of oral information and direction. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The work environment is primarily at the school site. The noise level in the work environment is usually moderate. This position may demand meeting deadlines with time constraints.