

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: Academic Support Specialist

QUALIFICATIONS: Alabama State teaching certificate in area of instructional responsibility
NCLB criteria for Highly Qualified Teacher
At least three years of successful teaching experience
Multisensory Structured Language Education preferred
Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: System wide employee
Reports to Assistant Superintendent for Curriculum and Instruction
Works out of Office in Special Education Department

JOB GOAL: To create and provide academic support and remediation for students at risk of failure and to collaborate with teachers and parents to ensure student success and the completion of school

EVALUATION: Alabama State Evaluation Program

PERFORMANCE RESPONSIBILITIES:

1. Provides guidance and instruction for students experiencing academic difficulty.
2. Serves as an active participant on Problem Solving Team (PST).
3. Collects and analyzes data regarding student performance and potential drop-outs.
4. Collaborates with PST, counselors, teachers, parents, administrators, and other providers to ascertain students' academic needs and create a plan for improvement.
5. Provides small group and/or individual instruction to students.
6. Maintain accurate documentation of student performance, progress, needs, and strengths and advise teachers.
7. Communicates with parents, teachers, and administrators on an ongoing basis.
8. Supports the System Testing Coordinator with the implementation of the SDE mandated testing program accommodations.
9. Performs other duties as assigned by the supervisor.
10. Provides screening for students in the bottom quartile on reading assessments.
11. Provide Professional Development on Dyslexic specific training, assistive technology screening, and/or classroom strategies.
12. Meet regularly with Assistant Superintendent and special education coordinator to identify students in need of specific services.

Board Approved: June 19, 2006

Amended: July 27, 2015, August 17, 2015