



JOB TITLE: EDUCATION SPECIALIST

SUPERVISOR: DIRECTOR

ES Duties - The Educational Specialist (ES) role is to support struggling students including those that have an Individualized Education Plan. The ES is responsible for leading the IEP team to determine IEP qualification and creating and maintaining an individualized education plan for qualifying students. The ES provides services to independent study students at GECS sites, and in some severe cases, the student's home. The ES works closely with each student's Educational Facilitator to create a personalized learning plan and works with students individually or in small groups to work on student goals. The ES monitors progress through assessment and documentation in accordance with IEP requirements. The ES maintains accurate IEP records in compliance with Federal and State Laws, and local SELPA guidelines.

Participation in meetings and professional development – Educational Specialists are required to attend all staff training and regularly scheduled staff meetings. They also participate in county and SELPA trainings. Furthermore, Educational Specialists will participate in a personalized professional development plan developed in conjunction with GECS administration. They may also be asked to present on areas of personal expertise in staff meetings and trainings.

Participation in GECS community -. Educational Specialists may be required to oversee study halls or supervise students at a GECS learning center. They may also be required to help maintain facilities and grounds and other job duties as required. Educational Specialists should strive to contribute positively to the school environment and culture.

Participation in school activities / events - As members of the wider GECS community, Educational Specialists are also required to attend and participate in school-wide events and projects. These include staff meetings and trainings, graduations, other school events, and extra duties as assigned.

Qualifications: Must possess a current California Special Education Credential Authorizing Resource Specialist Services Teaching Credential. Mild to Moderate authorization preferred.

Expectations:

- Uphold the school's vision.
- Understand and support personalized learning.
- Attend and participate in all required trainings, meetings and school functions.
- Check e-mail and phone messages daily and return phone calls and e-mail in a timely manner.
- Communicate respectfully and work effectively with children, teachers, and other employees.

- Demonstrate a good rapport with children and understand their needs and social development.
- Be self-directed.
- Be organized and timely.
- Be flexible and ability to adapt easily to change.
- Take pride your work and continually strive for excellence.
- Keep current with school policy and procedures.
- Demonstrate knowledge of California state academic standards and teaching methods.
- Knowledgeable of current Federal and State laws affecting Special Education.
- Participate in professional development opportunities.
- Demonstrate knowledge of numerous curricular options for grade levels in which students are served.
- Possess a valid driver's license and reliable transportation.
- Possess good computer skills (Google Docs, Microsoft Word and Excel, email, etc.) and have a working computer with Microsoft Office and internet.
- Must provide your own home office supplies.
- Must have the ability to haul books and supplies; up to 40 pounds.