



Position vacancy announcement

Title: Student Services Specialist
Reports to: Supervisor of Special Education
Anticipated start date: August 16, 2021

About our school

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its fifth year with students in Grades 2-8. Located on the city's North Shore, the school will enroll about 330 students from over 42 districts in the Pittsburgh area in the 21-22 school year.

Job Goal

The Student Service Specialist's goal is to assist in providing a well-organized, smooth functioning classroom environment in which all children can take full advantage of the instructional program and available resource materials.

Required Qualifications

Associates degree and two years of related experience.

Preferred Qualifications

1. Bachelor's degree in Education.
2. Pennsylvania Special Education certification (K-12 or K-8).
3. Demonstrated knowledge of special education instructional techniques.
4. Knowledge of de-escalation techniques for elementary students.
5. Proven success working with students in need of behavioral, emotional or life skills support.
6. Outstanding dependability, initiative, creativity and decision-making skills.

Professional Responsibilities

1. Support teachers with tasks such as making copies, supporting students by reinforcing concepts, setting up and cleaning down activities, etc.
2. Support students one-on-one or in the classroom with assignments, tests, and activities.
3. Assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.
4. Assist in the educational and social development of students under the direction and guidance of the Supervisor of Special Education and School Principal.
5. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
6. Assist in the implementation of Positive Behavior Support Plans by following the steps in the plan, providing positive reinforcement, collecting data on behavioral tendencies for progress monitoring, etc.
7. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.

8. Assist certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
9. Alert the staff to any problem or special information about an individual student.
10. Performs de-escalation techniques to reduce non-preferred behaviors and distractions.
11. Perform assigned supervision of students during lunch periods, snack time, play periods, and on field trips.
12. When requested, serve as a resource for the IEP Team.
13. Supports substitute staff members by providing them with information and help when a teacher is absent.
14. Other responsibilities as assigned by the Supervisor of Special Education.

Terms of Employment: Ten (10) month position.

Evaluation: Performance of this job will be evaluated by the Director of Special Education.

Salary and benefits

- Starting salary \$35,000 (actual rate will be based on experience)
- Employer paid retirement contribution matching 10% of salary
- Employer paid dental, vision, life insurance benefits
- Significant employer contribution toward health insurance

How to Apply

Interested candidates should email a cover letter & resume to Dr. Rachel Owens at rowens@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.