



# PROVIDENT CHARTER SCHOOL

## Position vacancy announcement

**Title:** Student Services Specialist  
**Reports to:** Director of Special Education  
**Anticipated start date:** January 2, 2017

### About our school

Provident Charter School is an approved charter school in Pittsburgh, PA. The school was designed specifically 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 opened in August 2016 for students in Grades 3 and Grade 4 and will expand to serve students in Grade 2 to Grade 8 by fall 2021.

### Job Goal

Student Services Specialists assist classroom teachers in general daily classroom activities, help special needs students by caring for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.

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 Elementary 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. Knowledge, training or certification in Orton Gillingham approaches to instruction.
7. Experience incorporating multi-sensory instruction in small group settings.
8. Experience teaching students with dyslexia.
9. Outstanding dependability, initiative, creativity and decision-making skills.
10. Excellent communication, leadership, organization and problem-solving 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. Ability to support students one-on-one or in the classroom with assignments, tests, and activities.
3. Proficient in managing and using data to guide decisions for student programs.
4. Assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.
5. Assist in the educational and social development of students under the direction and guidance of the Director of Special Education and School Guidance Counselor.

6. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
7. 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.
8. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
9. Assists the 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.
10. Alert the staff to any problem or special information about an individual student.
11. Performs de-escalation techniques to reduce non-preferred behaviors and distractions.
12. Performs assigned supervision of students during lunch periods, snack time, play periods, and on field trips.
13. When requested, serve as a resource for the IEP Team.
14. Supports substitute staff members by providing them with information and help when a teacher is absent.
15. Other responsibilities as assigned by the Director 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 \$28,000 (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 Rachel Owens, Director of Special Education at [rowens@providentcharterschool.org](mailto:rowens@providentcharterschool.org). Applicants are encouraged to act with urgency.

*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.*