



Position vacancy announcement

Title: Long-Term Substitute- Student Services Specialist
Reports to: Director of Special Education
Anticipated start date: October 2, 2018

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. Located on the city's North Shore the school currently enrolls 214 students from 35 different districts around Western Pennsylvania.

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' experience in student services; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

Preferred Qualifications

1. Demonstrated knowledge of special education instructional techniques.
2. Knowledge of de-escalation techniques for elementary students.
3. Proven success working with students in need of behavioral, emotional or life skills support.
4. Pennsylvania Special Education certification (K-12 or K-8).
5. Experience incorporating multi-sensory instruction in small group settings.
6. Experience working with students who are diagnosed with dyslexia.
7. Outstanding dependability, initiative, creativity and decision-making skills.
8. Excellent communication, leadership, organization and problem-solving skills.

Professional Responsibilities

1. Supports students one-on-one or in small groups in the classroom by coaching students by reinforcing concepts and through assignments, tests, and activities.
2. Supports teachers with tasks such as making copies, setting up and breaking down activities, and preparing classroom materials.
3. Assists classroom teachers in developing special strategies for reinforcing learning materials and skills based on an empathetic understanding of individual students, their needs, interests, and abilities.
4. Tracks and utilizes data to guide decisions for students.

5. Performs de-escalation techniques to reduce non-preferred behaviors and distractions.
6. Performs assigned supervision of students during lunch periods, snack time, play periods, and on field trips.
7. Assists in the implementation of Individual Education Plans for the students and monitor their progress.
8. Assists in the implementation of Positive Behavior Support Plans by following the steps in the plan, providing positive reinforcement, and collecting data on behavioral tendencies for progress monitoring.
9. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
10. Alerts the staff to any problems or special information about individual students.
11. When requested, serve as a resource for the IEP Team.
12. Supports substitute staff members by providing them with information and help when a teacher is absent.
13. Other responsibilities as assigned by the Director of Special Education.

Length of Employment: 3 months.

Pay rate: \$100 a day

How to Apply

Interested candidates should email a cover letter & resume to Rachel Owens, Director of Special Education at 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.