



School Support Specialist Job Description

About the Special Education Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows and leader-fellows through a uniquely designed fellowship model. The Leader Fellowship is a two-year program which provides formal training sessions, leadership coaching, professional learning communities, peer program reviews and visits to exemplary programs across the country while the Teacher Fellowship is a year-long program which provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. In doing so, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Position Summary:

The School Support Specialist is responsible for the development and facilitation of training content for Teacher Fellows in the Specialized Development Cohorts (SDC). Additionally, the School Support Specialist provides individualized support to Teacher Fellows in order to embed the skills necessary for success into the daily practice of Teacher Fellows. As a SELF team member, the School Support Specialist embodies the SELF values of Belief, Responsibility, and Teamwork.

Position Responsibilities:

- Training and Development:
 - Plan and deliver high-quality professional development training sessions
 - Conduct Professional Learning Communities to monitor implementation of best practices
 - Conduct individual coaching meetings
 - Provide resources and problem-solving support to Teacher Fellows
 - Create and support the development of rubrics and frameworks

- General Leadership and Support:
 - Support school leaders and special education leaders in assessing quality special education programming and delivery of instruction
 - Build referral partnerships to ensure recruitment of quality candidates
 - Assist with the recruitment and selection of Teacher Fellows
 - Develop systems for pre-work, work products, and deadlines
 - Support the implementation of national partnership content

Reporting Relationship: SDC School Support Specialist reports to the SDC Program Director.

Education & Experience

- Bachelor's degree required; Master's degree strongly preferred
- Five years of teaching experience in an open-admissions urban school
- A demonstrated record of improving student outcomes as a special education practitioner
- Experience with teacher training and development
- A dedication to sharing insights and experiences with other educators and special education leaders
- Experience in leading and advising colleagues, including teachers and administrators
- Excellent communication (written and verbal) and interpersonal skills
- Ability to work independently and as part of a team

Desired Qualities & Characteristics:

- Believe in every student's ability to achieve in a rigorous college or career prep curriculum
- Achieve results based on agreed-upon expectations
- Take personal responsibility
- Highly detail-oriented
- Collaborate effectively with a range of stakeholders
- Share a commitment to creating great schools in New Orleans
- Take personal responsibility for challenges
- Embody the SELF values of Belief, Responsibility, and Teamwork

Physical Requirements:

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.
- Light lifting of equipment may be required (up to 20 lbs.)

How to Apply: Please send your resume and answers to the below questions to hr@selfnola.org.

1. Why are you interested in working for SELF?
2. What makes you a strong candidate for this position?

Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.