School Support Specialist Job Description

About the Special Educator 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, leader-fellows, and leadership teams through a uniquely designed fellowship model. The Leader Fellowship is a two-year program that provides formal training sessions, leadership coaching, professional learning communities, peer program reviews, and visits to exemplary programs across the country. The Teacher Fellowship is a year-long program that provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. The School Support team develops leadership teams through their partnership with NSNO, the LDOE vendor guide, and consulting services. 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 plays a critical role in creating and delivering professional development to school leadership teams, to improve access to the Tier 1 curriculum for diverse learners. Additionally, the School Support Specialist provides individualized support and coaching to school leadership teams by creating systems. As a SELF team member, the School Support Specialist embodies the SELF core values of Belief, Responsibility, and Teamwork.

Position Responsibilities:

Coaching and Advising Leadership Teams

- Provide direct coaching, resources, and problem-solving support to school leadership teams
- Collaborate with teams to create strategic plans based on training sessions to improve their school’s special education programming
- Integrate program learning experiences including, but not limited to, training sessions, walkthroughs, compliance reviews, and professional learning communities.
- Conduct school visits to observe student support programs at work and debrief classroom observations together
- Observe school support systems (SBLC meetings, coaching sessions, training sessions)
- Provide coaching and support for 504 and IEP folder compliance
- Analyze subgroup data, notice trends, and lead teams to solutions

Supporting and Delivering Programming

- Support SELF’s Academic Team to ensure the planning and delivery of high-quality programming during the School Support experience
- Plan and lead professional development training sessions based on best practices with adult learners
- Attend and participate in all of the Training Sessions, Walkthroughs, Compliance Reviews, and Professional Learning Communities
- Create reports, school review agendas, coaching agendas, and meeting agendas with prospective clients

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 build the School Support consulting services
- Develop systems for pre-work, work products, and deadlines

Reporting Relationship: The SELF School Support Specialist reports to SELF’s School Support Director
Qualifications:

SELF School Support Specialists are experienced, successful special education leaders who are dedicated to SELF’s mission. The successful candidate will possess a combination of passion, experience, and effectiveness.

- A demonstrated record of improving student outcomes as a special education practitioner
- Dedication to sharing insights and experiences with other educators and special education leaders
- Experience in leading and advising colleagues, including teachers and administrators

Requisite Qualifications:

- The ability to manage projects with a keen attention to detail and a strong aptitude to prioritize time efficiently
- Strong relationship-building skills demonstrated by the ability to build trust with a wide variety of individuals
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Ability to communicate clearly and effectively to both internal and external partners via e-mail and in-person
- A professional demeanor and utmost discretion when dealing with confidential information
- Ability to adapt to changing and challenging circumstances by staying positive and outcomes-oriented
- Strong proactive problem-solving skills
- The ability to work independently to achieve agreed-upon expectations
- Ability to attend evening and weekend events throughout the school year
- Model the SELF values of Belief, Responsibility, and Teamwork

Preferred Qualifications:

- MA or MS degree
- At least three years of professional working experience
- Teaching and leadership experience in an urban school district
- Comfort with Google Suite and Microsoft Office (e.g., Drive, Docs, Sheets, Forms, Classroom, Word, Excel, PPT, etc.)
- Experience with the New Orleans education landscape

Physical Requirements

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.

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.