



SPRINGWOOD SCHOOL

Academic Support Specialist

Job Title: Academic Support

Status: 10-month, Full-time/Exempt employee (or Non-Exempt Employee)

Date: 05/26/22

Reports to: Director of Academics and Student Life

School Overview

Springwood School is a private K4-12 college, and career preparatory, day and international boarding school led by Christian leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The academic support specialist will work collaboratively with students, families, and faculty to develop and incorporate appropriate strategies and interventions that will facilitate student academic success. The academic support specialist will partner with faculty and administrators to better understand and meet the needs of students across grade levels by assessing learning needs and providing support to diverse learners in grades K4-12. In addition, this specialist will work closely with teachers to provide support with differentiation and offer consultation on accommodating a range of learning styles in the classroom.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Work one-on-one and in small groups of students with identified academic needs.
- Administer and evaluate student testing.
- Support and collaborate with classroom teachers to reinforce their instruction to meet student needs.
- Maintain confidentiality of student records and information.
- Communicate effectively, both orally and in writing, with students, parents, employees, and other professionals on a regular basis.
- Ability to develop rapport with students and families.
- Provide a positive environment in which students are encouraged and engaged in the learning process.
- Continually monitors and accesses student progress.

Interpersonal Skills

- Evidence of strong communication skills, both written and verbal.
- Accessible, approachable and has a good sense of humor.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community by-in.
- Fully embrace 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.

Planning Skills

- Evidence of strong organizational skills.
- Ability to finish tasks in a timely manner.
- The ability to successfully multi-task and function in a fast-paced school environment

Technical Skills

- Able to consistently interact with our learning management system to keep a close eye on grades, behavior, and any other information necessary for the successful implementation of academic support.
- Proficient in Microsoft Word, Excel, and Outlook

Qualifications

Education

- Bachelor's in education, special education preferred from an accredited college or university.

Experience

- Three to five years' experience as a school-based learning specialist
- Previous experience in an independent school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Ability to serve in a part or full-time 12-month role
- Evidence of a teachable spirit and general willingness to learn and grow.

Key Relationships

Internal

- Students
- Teachers
- Director of Academics and Student Life

External

- Parents

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at <https://www.springwoodschool.org/my-wildcats/employment.cfm>.

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School at headofschool@springwoodschool.com.