

King Center Charter School Job Description

Title: Educator Support Specialist

Reports To: Lead Teacher

FLSA Status: Non-Exempt (Hourly)

Summary of Duties & Responsibilities: The Educator Support Specialist will assist the lead teacher in the classroom assigned. The specialist will be expected to assist in performing duties that are instructional in nature that relate to increasing student achievement. The specialist will also be expected to assist in classrooms, dismissal, arrival, and at lunch.

Duties and Responsibilities:

- Regular attendance from 7:45 – 3:45 p.m. daily.
- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
- Assist students individually or in small groups in order to help students' master assignments and reinforce learning concepts presented by teachers.
- Supervise students in classrooms, hallways, auditorium, cafeteria, or on field trips.
- Enforce school and class rules to help teach students proper behavior.
- Assist teachers with recordkeeping, such as tracking attendance, calculating grades, checking in homework/progress reports/center work etc. Working knowledge and use of PowerSchool and Performance Matters.
- Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day
- Providing substitute coverage in grades K-8 when necessary.
- Assist with distance learning when school is not in session
- Other duties as required

Qualifications:

- Associate or Bachelor degree preferred
- Strong classroom management skills
- Flexibility
- Welcoming and warm disposition
- Love of children and education
- Some knowledge of common core standards
- Compassionate attitude and strong understanding of child development
- Nurturing teaching approach
- Excellent Communication Skills
- Proven ability to inspire and motivate students.
- Experience in an urban setting preferred.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

Employee signature below constitutes employee's understanding of the duties and responsibilities and qualifications of the position.

Employee _____ Date _____