



Educational Support Services: Resource Room Coordinator

Mission (Purpose and Function): The Educational Support Services (ESS) program at West Side Christian School is designed to provide additional academic support to students with documented learning challenges as identified through educational testing, the response to intervention model, individual education plans, and/or 504 plans. The Resource Room Coordinator will have a caseload of students and will work closely with students, parents, and the school faculty to facilitate student learning.

Responsible to and evaluated by: Educational Support Services Director

Responsibilities:

1. Analyze data to determine qualification for intervention and support
1. Progress monitor students who are in the lowest quartile for AimsWeb (Grades K-2) or NWEA MAP (Grades 3-8) assessments
2. Collaborate and support teachers to create ways to support individual students (differentiation, best practices, scaffolding, etc.). Meet with teachers at a regularly scheduled time to discuss students on caseload.
3. Provide Reading and Math support for small group and individual students
4. Facilitate Band/Orchestra study halls for ESS students
5. Create schedules for paraprofessionals in collaboration with the ESS Director and other resource room coordinator
6. Provide report card inserts and information for students on caseload
7. Support testing accommodations (ie. read to student(s), provide a quiet space for student(s) to work and ask questions for understanding, etc.)
8. Meet with parents to share student progress
9. Participate in Child Study Teams and provide documentation or support as needed
10. Participate in educational evaluations with All Belong and GRPS (IEP Meetings)
11. Instructional Support
 - a. Assist in the effective execution of the curriculum in any and all areas necessary for learning, including working with students with special needs one-on-one and in small groups.
 - b. Facilitate learning opportunities in general education classes.
 - c. Other duties may include but are not limited to chaperoning field trips, prepping materials, recess support, and assisting with projects.

Qualifications:

- Special Education, School Counselor, or Social Work background, preferred
- College Education

Remuneration: Academic Calendar, Hourly Pay (15 hours/week)