

**Student Support Specialist  
Part Time**

**JOB DESCRIPTION**

**JOB TITLE:** Student Support Specialist (20-25 hours per week)

**DIRECT REPORT:** Director, Education & Programs

**ESSENTIAL FUNCTIONS / RESPONSIBILITIES / DUTIES:** Provide direct services for students with a variety of disabilities inside and outside the general education classroom in Jewish Day Schools, which may or may not be an Orthodox setting.

**PRIMARY RESPONSIBILITIES:**

- Collaborate with school director to plan services and schedule teaching for children identified with learning challenges
- Create and monitor Individualized Service Plan (ISP) for each student
- Set measurable and attainable goals and collect data
- Design lesson plans based on students' individual data results
- Work with students one-on-one on a bi-weekly basis and create and implement lesson plans to address goals
- Assist with accommodating and administering state tests one-on-one with students
- Help teachers understand the importance of inclusion in the classroom and assist with appropriate modifications and accommodations
- Collaborate with teachers and be flexible to co-teaching when requested
- Complete quarterly progress reports for each student
- Observe in classrooms when requested and provide accommodation recommendations
- Present teacher trainings on various disability topics as needed
- Tutoring before/after school as needed
- Other duties pertaining to the agency as requested and/or assigned

**Specialized Skills and Knowledge:**

- Study, teaching and/or experience in Jewish religion, traditions, rituals, holidays and Hebrew
- Strong knowledge of all academic subjects for grades K-8
- Excellent organizational skills
- Task-oriented, flexible and ability to work collaboratively with general education teachers
- Strong communication skills, both verbal and written
- Intermediate skills with Microsoft Suite including Word, Excel, PowerPoint and Outlook (or equivalent e-mail system)
- Familiar with online computer-based curriculums and interpreting data
- Knowledge of Orton-Gillingham teaching methodology preferred

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**WORKING CONDITIONS / LOCATION:** Phoenix, Arizona main locations; throughout Valley as needed

**SCHEDULE:** School year of September – May; Monday thru Friday between the hours of 8am to 4pm, exact schedule varies based upon student schedules with other subjects; and as needed and as required by the position. If tutoring, dates and times may extend.

**REQUIRED SKILLS / ABILITIES / CHARACTERISTICS:** Ability to recognize, prioritize and address behavioral or educational areas of concern. Ability to foster relationships with schools and parents, when applicable.

**PHYSICAL REQUIREMENTS / DEMANDS:** Standing, walking, repetitive motions, bending, stretching. Note, the main work locations are older buildings and not required to be ADA compliant.

**EDUCATION / SPECIALIZED TRAINING:** Bachelor's Degree in Special Education with current Arizona State Certification. Master's degree preferred.

**EXPERIENCE:** 3+ years teaching individuals with disabilities and working with their families

**SAFETY:** MUST PRACTICE AND PROMOTE SAFETY AT ALL TIMES

Interested and qualified individuals may contact Gesher Disability Resources at [info@gesherdr.org](mailto:info@gesherdr.org). Thank you.