



PAGOSA PEAK OPEN SCHOOL

Exceptional Student Services Advisor Part-Time Position Description

Duties & Responsibilities

The PPOS Exceptional Student Services Advisor is responsible for Special Education systems and services for PPOS that foster confidence, high academic achievement, and the joy of learning through meaningful work.

Core Responsibilities include, but are not limited to:

The Exceptional Student Services Advisor provides instruction, assessment and program planning for special education students with learning disabilities. Other responsibilities include monitoring and evaluating student progress and behavior; researching, obtaining and providing instructional materials for special education services; serving as a resource for students and parents and working collaboratively with classroom teachers. This position will also coordinate our RTI/MTSS process to help support teachers and students in areas of concern.

Essential Functions:

- Adapt classroom work for the purpose of providing students with instructional materials that address individual learning plans.
- Administer developmental testing and subject-specific tests, for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advise parents and/or legal guardians of student progress for the purpose of communicating expectations; student achievement; developing methods for improvement and/or reinforcing advisory goals.
- Assess student's progress toward objectives, expectations, and/or goals (e.g. behavioral, academic needs, etc.) for the purpose of providing feedback to students, parents, and administration.
- Collaborate with instructional staff, other school personnel, and parents for the purpose of improving the overall quality of student outcomes.
- Participate in and/or coordinates a variety of meetings for the purpose of conveying and/or gathering information required to perform Exceptional Student Services Advisor functions.
- Prepare a variety of written materials for the purpose of documenting student progress and meeting legal requirements
- Establish and coordinate an ongoing RTI/MTSS process to support teachers and students in areas of concern.

Qualifications:

- Colorado Department of Education Special Education License.
- Experience writing IEP's.
- Must have prior successful teaching experience.

Staff Consultation

- Contribute to the educator collaborative that establishes a strong curriculum focus with a shared purpose, and the cooperative sharing of resources and expertise to implement the PPOS vision.
- Demonstrate a willingness to innovate, learning from successes and mistakes in a supportive professional learning environment.
- Confer with appropriate staff regarding students with problems and/or special needs.

Student and Parent Orientation

- Provide new students with an orientation and information relative to school procedures, curriculum, and extra-curricular opportunities.
- Participate in planning and implementing programs, which contribute to a smooth transition between multi-age advisories, which may include orientation programs for students and parents.
- Serve as a resource regarding the educational program and activities of the school.

Record Keeping

- Maintain records for assigned students in accordance with state and federal laws and regulations as well as PPOS policy.

Assessment

- Review and interpret results of assessment programs for assigned students and utilizes results for academic purposes.
- Contribute to the evaluation of current curriculum offerings.
- Assist in developing and implementing an evaluation plan for the educational program and utilizes results to determine strengths and areas in need of improvement.

School and Community Relations

- Strive to establish cooperative relations and makes a reasonable effort to communicate with parents when necessary and appropriate.
- Utilize the resources of the community in developing and enhancing place-based projects.
- Cooperate and shares professionally with members of the staff.

Skills and Knowledge

- Demonstrates strong time management & organizational skills and the ability to prioritize effectively and complete work with little supervision within agreed timelines.
- Has the ability to establish and maintain effective working relationships with teachers, students, parents, the community, and staff.
- Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening)
- Has the ability to be at work consistently, to be on time, to follow instructions, to respond to management direction and to solicit feedback to improve performance.
- Has the ability to demonstrate flexible and creative management of disciplinary issues.

Qualifications

- Must hold a Bachelor's or Master's degree;
- Colorado Special Education teaching credential;
- An unwavering commitment to and belief in the vision/mission of Pagosa Peak Open School, including the PPOS place-based, project learning model;
- The ability to focus and thrive in a fast-paced, entrepreneurial environment;
- The ability to work effectively in a team environment and the willingness and desire to support others in doing their best work; and
- An entrepreneurial spirit that reflects an openness to change, the willingness to problem-solve, and an interest in developing new ideas and programs.

Professionalism

- Collaborate with colleagues to continuously improve personal practice and student achievement, as well as the overall goals and mission of PPOS.
- Reflect critically upon teaching experience; identify areas for further professional development as part of a professional development plan that is linked to advisory work, school goals.
- Listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to update Professional Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.