



Job Description

Title: Academic Support Specialist

Status: Hourly, Non-Exempt, Seasonal funded through KACC and KARVES Perkins Grant

Reports to: KACC School Counselor

Functional Relationship to: KACC Principal and KARVES Assistant Director, Dean of Students, Director, Faculty

Job Summary:

As a member of the Student Services Department, this person will assist students academically in either program-specific mathematics and/or reading based upon their needs; administer approved assessments; assist in fulfilling IEP and 504 data and accommodations as directed, and provide short-term school-wide substitute coverage for faculty/ paraprofessionals as requested. This person will also support Career Coach activities, Internship Program, and Workplace Excellence.

Duties and Responsibilities whether being utilized as a tutor or a substitute:

- Follow established curriculum with emphasis on the student's curriculum area.
- Create and maintain an environment conducive to learning.
- Maintain accurate and complete records
- Motivate students and help develop their confidence with their work
- Assist students in developing study skills to be more effective when on their own
- Assist students in learning how to break-down complicated issues to enhance their ability to learn.
- Maintain a high standard of classroom management
- Take all necessary and reasonable precautions to protect students, equipment, materials and KACC facilities.
- Assess the achievement of students on a regular basis and provide progress reports to the classroom instructor.
- Make provisions for being available to students and parents for education related purpose outside the instructional day when required or requested to do so under reasonable terms as directed by the classroom instructor.
- Attend faculty and staff meetings as required.
- Cover morning break and lunch period on rotating basis in KACC Preschool Lab
- Perform other duties as assigned.

Career Services Department – Team Member I

- Oversee online Workplace Excellence Curriculum facilitation including electronic badging and statistical data, reporting quarterly.
- Work with Career Coach as needed

- Support School Counselor in preparing school-sponsored events as requested

Career Services – Team Member II

- Oversee Internship Program to include:
 - Soliciting new intern site opportunities
 - Maintain intern site agreements
 - Maintain student intern records, i.e.: Timesheets, Mentor Information, etc.
- Work with KACC Career Coach as needed.
- Support School Counselor in preparing school-sponsored events as requested

Education, Knowledge and Skills:

- Current Short-Term Substitute License, Minimum Associate's Degree, Bachelor's Degree and Teacher's Certificate Preferred,
- Strong written and oral communication skills.
- Knowledge of classroom management
- Proficient with Google Suite

Miscellaneous:

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks Assigned
- Ability to stand or sit for 2 hours, bend, stoop, and lift up to 25 pounds.