

Job Description: Academic Support Specialist

AESA PREP ACADEMY



Job Title: Assistant Academic Support Specialist 25/26 School Year

Job Description:

AESA Prep Academy (AESA) located in the Hill Country of Austin, Texas, was established in 2009, as a progressive and innovative school for grades K-12th. Our mission is to provide rigorous, world-class academics in a small school setting supported by a positive, inclusive, and inspiring environment for driven and motivated students who are also actively and intensely pursuing passions in sports, arts, or academics. Facilitate the development of well-rounded individuals while still allowing them to focus on specific passions.

The Academic Support Specialist is a highly qualified educator responsible for delivering specific course content in a small classroom environment. This is an assistant position that reports to our Head of Academics and will primarily serve elementary-age children. Candidate must have knowledge, experience, and training in reading interventions, including students with dyslexia. Most of the academic support specialist's day is spent in 1:1 interventions serving students enrolled in our Academic Support Program. Teachers provide instruction, support, and guidance, manage the learning process, and focus on students' individual needs. They actively work closely with students and parents to advance each student's learning toward established goals.

This is eligible as full or part-time position depending on the candidate's abilities and work availability.

Required MINIMUM Qualifications:

- Bachelor's degree in Education, Literacy or Related Field
- Training, Certification, and Experience in Structured Literacy Practices for Reading and Dyslexia Interventions: Literacy, Reading, Special Education, Orton-Gillingham methodology and/or Reading Intervention Systems (such as Wilson, UFLI, Reading By Design)
- Ability to clear required background check
- Preference to candidates who can conduct elementary math interventions
- Preference will be given to candidates with C-SLDS, C-SLDI, LDT, CALT, or CALP. (preferred)

- Active state teaching license (preferred)
- Masters Degree (preferred)

Residency Requirement: Current Texas resident preferred.

OTHER REQUIRED QUALIFICATIONS:

- Ability to work collaboratively with other teachers and administrators
- Receptive to receiving coaching on a regular basis with administrators and teacher trainers
- Ability to embrace change and adapt to ensure excellent student outcomes
- Proficient in learning management systems and school use of technology
- Ability to rapidly learn and adapt to new technologies and teaching platforms

Primary Job Functions:

- Provides rich and engaging learning experiences for students
- Commitment to personalizing learning for all students
- Demonstrates a belief in all students' ability to succeed and meet high expectations
- Creates course-specific scope and sequences and maintains weekly lesson plans with efficacy-based instructional practices based on national standards and adopted course curriculum
- Differentiates instruction based on student level of mastery
- Augments course content according to prescribed policies and procedures using appropriate tools under guidance from the Head of Academics
- Conduct formative and summative assessments of student mastery and reteach necessary concepts
- Be available to tutor students in course content during open periods
- Understand that a primary responsibility is to establish and maintain a positive rapport with families and regularly communicate with and respond to students and parents in a timely manner
- Supports parents with student curricular and instructional issues
- Attend all faculty and staff meetings
- Participate in school and subject-level extracurriculars
- Other administrative duties as assigned