



Job Title: Suspension Services Teacher Specialist

Department: Office of Student Advocacy and Access

Supervisor: Director of Office of Student Advocacy & Access/Entrada

Lane Placement: Licensed Salary Schedule 206

Schedule: 8 hrs / 206 days Eval Group: CTESSS Ed. Specialist

FLSA Classification: Exempt

JOB DESCRIPTION

The Suspension Services Teacher Specialist will provide academic services and behavioral supports to students suspended for longer than ten days, facilitate a coordinated process in transitioning suspended students from and back into their schools of record, and perform outreach work with parents.

ESSENTIAL FUNCTIONS

- Work with suspended students to support learning and academic progress.
- Support students to improve academic skills and student achievement with research-based instructional strategies.
- Evaluate entering students' skills, academic progress toward graduation and behavioral supports needed to best support student achievement during the suspension term.
- Serve as academic tutor in lab setting.
- Coordinate with students' schools of record to ensure students receive appropriate work and academic resources.
- Coordinate with students' schools of record to ensure a smooth transition back into the school at the end of the suspension period.
- Provide students with knowledge and skills to graduate from high school college and career ready.
- Serve as a liaison between CSD and parents of suspended students.
- Compile and synthesize aggregate and disaggregate data.
- Understand data and interpret such to make well-informed decisions in regards to educators, suspended students and families to increase student achievement.
- Work collaboratively with the Evidence-Based Learning and Office of Civil Rights staff to plan and provide systematic education services and appropriate instructional strategies to increase student achievement.
- Provide professional development to Canyons' educators and administrators on topics related to Suspension Services.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

PREFERRED SKILLS

- Experience teaching suspended and/or alternative youth a plus.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
 - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
 - The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
 - Requires a Master's Degree.
 - Requires a valid Professional Educator License for the State of Utah.
 - Requires a minimum of five years successful experience in education
 - Requires ability to communicate clearly orally and in written form.
 - Requires knowledge of Utah high school graduation requirements, SEOP plans, PBIS and GradPoint.
 - Must be skilled in working with diverse groups, building consensus and maintaining focus on student needs.
 - Must be able to take initiative, efficiently handle multiple priorities, work independently, be flexible and be a collaborative team player.
 - Must demonstrate highest standards of integrity, professionalism and respect for others.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020