



Academic Support Specialist - Full-time  
Start Date - August 8, 2022

### **Overview of St. Andrew's Episcopal School of Amarillo**

St. Andrew's was founded in 1951 as a faith-based school with the goal to provide exceptional educational opportunities within a Christian environment. We are Amarillo's independent, Primer-8th Grade day school with a mission to nurture each student in the Episcopal tradition. Serving approximately 250 students, we welcome families from any faith tradition. We provide opportunities for children to develop through a superior academic program, dedicated fellowship, and service to the community.

St. Andrew's has built over the years a distinctive and collaborative program and team. All SAES faculty and staff live the mission and philosophy of SAES each school day. The expectation is that each of us engages actively in and celebrates our individual and collective strengths as a community.

### **The Position & Desired Attributes**

The Academic Support Specialist reports to the Student Services Department Chair and the Head of School. This teacher leader is responsible for partnering with fellow academic support personnel and teachers to provide experiences for students with unique learning profiles so they strive toward their intellectual, emotional, and physical growth.

St. Andrew's Academic Support Specialist brings a combination of life, work, and educational experiences that allow her or him to be authentic, resilient, confident, relationship-driven, and service-oriented. Being licensed with a special education focus and prior experience serving a broad range of learners in a school setting is required. A Master's Degree is welcomed.

*We desire a transformational and entrepreneurial leader who will further elevate our team as we strive to better our school for the sake of our families.* Excellent verbal and written communication skills in both on- and offline formats are necessary skills. Our Academic Support Specialist plays an integral role in positively shaping our immediate and long-term impact on the Amarillo and Panhandle communities.

### **Essential Duties and Responsibilities**

Responsibilities include but are not limited to:

- Modify curricula and prepare lessons in partnership with lead classroom teachers,
- Support students both in the main classroom and in pull-out activities as needed,
- Partner with Academic Support personnel to implement a systematic process of identifying, monitoring and meeting the academic needs of students,
- As part of those systems, collaborate with teachers, parents, and administration to develop individualized learning plans for students,

- Develop systems that promote open and effective internal (faculty/staff/admin) and external communication (parents) regarding interventions and subsequent student growth,
- Partner with Academic Support personnel, Assistant Head of School, and the Head of School to identify professional development opportunities for faculty that address meeting the needs of a neuro-diverse population,
- Support faculty in ongoing formal and informal assessments,
- Performs other duties as assigned by the Head of School; and
- Supports SAES and its leadership.

**To Apply**

Interested individuals should submit an uncommon letter of interest and a detailed resume to the Head of School's Assistant, Mrs. Bailey Holtman, by email to [bholtman@standrewsschool.org](mailto:bholtman@standrewsschool.org). **Interviews will begin as qualified candidates submit their materials.** St. Andrew's strives to provide an inclusive environment for people of diverse backgrounds and ideas and is an equal opportunity employer.