



Educational Support Services Specialist (K-5) Job Description

Purpose of Position

Des Moines Christian School Teachers are student-focused professionals who fulfill the mission of DMC as the most significant school-related influence on student learning. DMC teachers are supported and empowered through a shared vision of learning to foster a school culture of academic excellence and spiritual growth where learners flourish.

The Educational Support Services Specialist focuses on working with K-5 students who have academic, behavioral, social-emotional, and physical disabilities. This work includes the delivery of explicit instruction and research-based interventions in individual or small groups both within the classroom environment and in separate pull-out settings.

Position:

- Full-time
- Salaried, contracted employee
- Full-time Benefit Eligible / School Year

Reports To: Head of Elementary

Evaluated By: Head of Elementary

Qualifications:

- Minimum of a BS/BA in Education or related field (Master's degree preferred).
- Special Education Endorsement required
- Applicable Iowa License (or is able to obtain for the position).
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School *Statement of Faith*.
- In agreement with the Des Moines Christian School *Biblical Convictions for Christian Education*.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Demonstrates consistent spiritual leadership.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrates patience, care, and kindness for all learners and families.
- Demonstrated ability to work collaboratively as part of a team.



Responsibilities:

- Collaborates with the Educational Support Services Team to establish a K-5 referral process, meeting as needed to discuss student progress and to make decisions about support.
- Collaborates with classroom teachers, providing support and guidance, concerning students who are struggling to flourish in the learning environment.
- Communicates and collaborates with parents and students regarding student plans and progress.
- Creates student learning profiles through the evaluation of skills, analysis of neurodevelopmental and social and emotional learning patterns, and understanding of specific disabilities.
- Provides students with direct instruction for academic, social, and emotional lagging skills according to student goals.
- Conducts ongoing assessments to monitor student progress and adjust interventions as needed.
- Maintains accurate records of student support and intervention plans, including student goals and progress.
- Develops and coordinates individualized student plans (IEPs), including accommodations and goals, updating them annually and as needed.
- Participates in Individualized Service Plan (IEPs) meetings and contributes valuable insights to the development and review process.
- Teaches students about their own learning profiles and empowers them to use and advocate for strategies that work well for them in the school setting.

Responsibilities of all Instructional Positions:

- Ensures the DMC mission drives all curricular and extracurricular activities.
- Exhibits a love of teaching and a passion to see each student succeed.
- Integrates a biblical worldview in daily instruction that examines God's creation, man's brokenness, the redemption of Christ, and God's future restoration. Coupled with classroom discussion, faculty create formational learning experiences (FLEx) that engage students in real-world opportunities to impact the world for Christ.
- Develops trusting, productive relationships with students in order to create a safe, positive, and productive learning environment.
- Possesses knowledge about cognitive, social, and emotional development of learners including how students learn at any given developmental level, how students progress in a certain subject area, awareness of individual needs and abilities, how to tailor instruction to meet each learner's needs, and how to assess learning appropriate for the age and content area.
- Demonstrates expertise in a given content or subject area as well as knowledge of the standards, learning targets, and appropriate materials for the student age and content area.
- Solicits feedback from students to self-reflect on their own teaching, set goals for improvement, and grow in the craft of teaching.
- Engages in ongoing professional growth conversations with the Principal.
- Demonstrates patience, care, and kindness for all learners and families.
- Partners with parents through effective, consistent communication.
- Serves as a collaborative, productive team member who participates in professional learning communities, school events, department meetings, and other committee work that enhances the experience for faculty and students at Des Moines Christian School.
- All other duties as assigned.