

## **ACADEMIC SUPPORT SPECIALIST JOB DESCRIPTION**

2024-25

The Academic Support Specialist is a member of the Student Services Team who provides individualized tutoring to and coordinates team interventions for identified students.

### **Major duties include:**

- Conduct a comprehensive assessment of the academic support needs for each assigned student, including review of all assignments, prior work, transcripts MAP testing scores, and other data
- Meet weekly with assigned students one or more times to provide direct support for academic work and the student's organization and planning needs
- Be in weekly direct communication with the each student's family, teachers, and the student service team to coordinate interventions
- Monitor student progress using SchoolRunner and Google Classroom
- Attend weekly Student Services Team meetings, and others as assigned

### **Other Tasks**

- Other duties as assigned by the Principal and Superintendent.

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful employees demonstrate capacity for flexibility and the multifaceted skills that will nurture this growth.

A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.