



## **ECS Education Specialist Job Description**

**Reporting To:** Director of Strategic Initiatives

**Position Type:** Full-Time

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### **About ECS**

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. Environmental Charter Schools (ECS) is a non-profit charter management organization with a growing network of free public schools in South Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments.

Since its inception in 2000, ECS has been providing students with a unique learning experience that utilizes environmental service learning to inspire our students to find authentic meaning in their studies. ECS now proudly serves over 1,200 students at two middle schools (Gardena and Inglewood) and one high school (Lawndale). ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in U.S. News & World Report, 100% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

### **The Opportunity**

Environmental Charter Schools is seeking a talented and dynamic Educational Specialist who is passionate about ensuring educational equity for students with exceptionalities. This position provides the opportunity to partner with special education and general education teachers across three campuses in order to prepare low-income students of color with exceptionalities for college success.

### **Responsibilities**

#### **ECS**

- Participate in ECS teacher development and evaluation process
- Model a personal code of ethics aligned with ECS Mission and Vision
- Attend and participate in staff meetings and professional development
- Manage time before, during, and after school flexibly to allow for instructional planning and case management
- Build trusting and respectful relationships with teachers and students
- Develop parent education programs and individual or group counseling to assist parents in the understanding and remediation of exceptional needs when appropriate
- Other duties as assigned

#### **Instructional**

- Provide consultative and resource services for special projects involving students with exceptional needs at individual school sites and at the organization level.



- Collaborate with teachers and other staff members to plan and implement instructional strategies that meet the needs of an individual with exceptional needs.
- Implement various instructional strategies and curricula in the following environments: core classes, intervention classes, small group and one-on-one student pull out.
- Work with special education coordinators to identify highest needs students and create additional supports and strategies for those students, including developing lesson plans, providing targeted instruction and reworking curriculum
- Act as day-to-day and long term substitute when site-level educational specialists are absent or on leave, providing continuity of educational experience for students with exceptionalities
- Consult with parents (or guardians) and members of related disciplines, including outside agencies, regarding the needs of an individual with exceptional needs.
- Under direction of Special Education Coordinators, support less experienced education specialists as they develop their case management capacity.

#### Case Management

- Collaborate with special education coordinators and site education specialists during peak case management times, for example, when several initials/triennials occur simultaneously
- Perform educational assessments in accordance with California State Standards, SELPA guidelines, ECS policy, school programs and IEP goals.

#### Qualifications

##### Required

- CA Education Specialist Credential with an authorization in Mild to Moderate and/or Moderate to Severe and English Language Learner authorization
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders.
- Minimum of 3 years successful classroom teaching experience and case management
- Excellent oral and written communication skills
- Ability to work collaboratively with colleagues and administrators
- Commitment to the success of all students and the ECS mission, vision, and values

##### Preferred

- Clear California teaching credential
- Experience as an education specialist in low income communities of color
- Authorization in both Moderate to Severe and Mild to Moderate or desire to add additional authorization
- Bilingual English/Spanish
- Experience with SEIS or similar IEP software



- Commitment to the success of all students and the ECS mission, vision, and values

### **The Perks**

- Competitive compensation package inclusive of a generous benefits package
- Enrollment in CalSTRS
- 100% of HMO level healthcare premium costs covered by employer, and contributions towards dependent healthcare
- Employer-paid ECS life insurance
- Voluntary Benefits (Supplemental Life, Accident, Short Term Disability, etc.)
- Support with application to loan forgiveness programs, and access to 403b Retirement Plans
- Small Learning Communities with smaller class sizes and lower student to counselor ratios
- Credentialing and Induction support
- Social and Environmental Justice Focus
- Personal growth and enrichment opportunities

**This job primarily operates on a school site and in classrooms, and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).**

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact: Human Resource administrator at (310) 214-3400.***