



TAF Student Support Specialist – STEM Programs

DEPARTMENT	TAF Education Team
REPORTS TO	Education Director, TAF@Saghalie
SALARY	\$18-\$20 an hour depending on experience
POST/CLOSE DATE	OPEN
CLASSIFICATION	Part-Time (up to 25 Hours per week) – August through June
HOURS	Monday – Friday school hours, some evening and weekend hours
LOCATION	TAF @ Saghalie, Federal Way WA

SUMMARY

The TAF@Saghalie Student Support Specialist plays an integral role within the school by providing in-class, small group and individual instruction in Math and other academic skill to students. In collaboration and with the support of classroom teachers, Student Support Specialists co-teach lessons and support learning experiences to supplement core classroom content by aiding students in the comprehension and mastery of material presented and skills introduced in class. Student Support Specialists also assist in STEM related field trips, career connected learning, college campus tours and other out of classroom learning experiences throughout the school year.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work with small groups of middle school and high school students to increase math [and other academic skills](#)
- In collaboration with TAF@Saghalie classroom teachers, develop lesson plans and experiences to support students in math (6th grade math, Pre-Algebra, Algebra, Geometry, Algebra II, Pre-Calculus, and/or Calculus)
- Source learning materials and resources to assist students in their learning
- Facilitate and monitor instructional accommodations under teacher supervision including students with IEP's and/or special needs
- Reinforce teacher instruction when working with individual or small groups of students
- Collect data on student progress under teacher supervision
- Report and direct any questions or concerns brought to you by parents or support staff to your immediate supervisor
- Participate in Professional Development offered by TAF and TAF@Saghalie
- Coordinate and lead field trips, college campus visits, and other STEM related, out of classroom learning experiences
- Assist in occasional evening and weekend field trips, school events, industry experiences and STEM fairs

Skills Required:

- A strong background in mathematics, algebra, geometry and/or Pre-Calculus/Calculus
- Ability to work well with limited supervision; independent problem-solving skills and ability to multi-task
- Excellent classroom management skills and an ability to create relationships with students
- Exceptional attention to detail and organizational abilities
- Patience and flexibility to respond to the changing needs of students
- Superior written, analytical, technical and verbal skills



QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
- Experience working in diverse and multi-cultural and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Driver's license.

EDUCATION & EXPERIENCES

- Completion of Bachelor's degree or enrollment in Bachelor's degree program
- Previous teaching/tutoring experience preferred
- Those enrolled in a teaching program are strongly encouraged to apply
- Must be able to perform the essential functions of the job with or without reasonable accommodations
- History of positive evaluations
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint. cursory knowledge using Box, and Google Docs is a plus.

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

COMPENSATION AND BENEFITS

- \$18-\$20 an hour depending on experience

TO APPLY:

Forward resume and cover letter to the attention of Director, TAF@Saghalie, Tonya Mccabe at tonyam@techaccess.org. For more information visit our website at www.techaccess.org/about/work-at-taf/. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.