TAF Student Support Specialist – STEM Programs

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

**SUMMARY**

TAF is seeking to hire four Student Support Specialists to join our team at TAF@Saghalie, a 6-12 grade school in the Federal Way Public School district. 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.

**COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

TAF is committed to enhancing and supporting a diverse work environment and incorporating principles of equity to promote inclusive practices. Diversity is understood in terms of intersectional identities defined by culture, race, ethnicity, sex, gender, sexual orientation, social class, disability, religion, veteran status, immigration status, and age. Given the diversity of our student population at TAF@Saghalie and the community we serve, we encourage applications from individuals with demonstrated experience and expertise in supporting, sustaining, and serving people from a wide range of backgrounds and collaborating effectively with others.

We seek to recruit and retain a workforce that reflects the diversity of our community and the schools we serve, values intellectual curiosity and is attracted by the TAF’s mission promoting equitable access to educational opportunities and cares about student success. We seek individuals that are willing to collaborate on strategies to facilitate success for underrepresented populations.

**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
- Possess or be able to acquire First Aid/CPR/AED certification
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.