

Job Title: ACADEMIC SUPPORT SPECIALIST
Reports to: Campus Administrator
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date: October 27, 2025

Primary Purpose

To provide academic support and enrichment opportunities for at-risk students through the provision of educational interventions and progress monitoring. To assist students who are falling below standard and unable to keep up with academic requirements and who are at risk of failure. To communicate and coordinate with appropriate school staff to support targeted students. Responsibilities would include providing both individual and group instruction, and assisting in the completion of missing or incomplete assignments.

QUALIFICATIONS

Education/Certification

Bachelor's Degree
Valid Texas Teaching Certificate
Elementary or Secondary Certification

Special Knowledge/Skills

Strong communication skills and proven ability to work in a collaborative setting with other teachers
Knowledge of intervention strategies, research based instructional strategies, differentiated instruction, small and flexible grouping, explicit instruction and collaborative planning/teaching
Ability to work effectively and cooperatively with students, parents, campus administration
Ability to teach/tutor students at secondary grade levels in reading, writing and mathematics
Experience with and background in implementation of various learning strategies

Experience

Three years teaching experience
Experience and /or understanding of At-Risk students and low-achieving students
Knowledge and experience in various computer technologies, platforms and programs.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Work closely with classroom teacher to determine the most effective strategies to support student learning; design the appropriate interventions for identified students in need; and share student progress over the course of the year.
2. Work collaboratively with the classroom teacher to plan daily instructional strategies that support student learning objectives.
3. Work collaboratively with the classroom teacher to formally and informally assess student progress toward meeting academic standards.
4. Assist teachers in the delivery of a strongly aligned district curriculum by providing academic support to students through differentiated instructional strategies and small-group interventions.
5. Monitor ongoing performance of students in reading, writing and mathematics
6. Monitor program effectiveness by gathering and analyzing student assessment data

7. Analyze student data to identify and provide Individualized support for students who are failing and/or are most at-risk of failing.
8. Implement lessons designed to meet the objectives for the subject matter.
9. Analyze student data to identify individual student needs.

Policy, Reports, and Law

10. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

Communication

11. Communicate and coordinate with appropriate school staff to support students.
12. Participate in making decisions regarding student support and communicates them to the Campus.
13. Attend meetings required; provide input to teachers/administration regarding student academic strengths and weaknesses.

Professional Growth and Development

14. Maintains professional competence through professional development. Attend and participate in faculty meetings.
15. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of ethic for Educators.

Other

16. Perform other duties as assigned by supervisor.
17. Maintain confidentiality at all times.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____