



Position: Student Support Specialist

Position Type: Contract 15hrs/week including Saturdays

Compensation: \$19,800 stipend per program year

Reports to: Director of the ARC

Position Description: The Alternate Route to Certification program is looking for a qualified individual to support teacher candidates in the 2021-2022 ARC program from August to June. This is a durational contract position with no benefits.

Responsibilities

- Intervene and support students who are struggling to meet the expectations of the program, including the development of Student Success Plans.
- Monitor and support students issued a Student Success Plan, warning or are on probation. Working collaboratively with ARC instructors and administration.
- Documents all meetings, plans, and outcomes and follows up with students and faculty, as necessary and/or appropriate.
- Communicate with students, instructors, and administration frequently and respond to issues in a timely manner.
- Attend all Saturday sessions at Goodwin University in East Hartford throughout the ARC program. Calendar with session dates will be provided, approximately 2 per month.
- Attend monthly faculty meetings, graduation and meetings with students, faculty, and administration as scheduled.
- Support students with technical, staff, student, and program issues that arise before, during and after sessions.
- Carry out the program vision and expectations through communication with staff, students and the Director.
- Other duties deemed appropriate by the Director.

Minimum Qualifications

- Certifications Required: Active Connecticut educator certification and Connecticut TEAM. Certification in Intermediate Administration or Supervision (092) preferred but not required.
- Minimum of five years of successful teaching experience. Administrative experience preferred.
- Experience teaching adult learners (andragogy) and evaluating teachers formally and informally.
- Experience in building relationships and implementing a model of continuous improvement to help teachers become successful in their practice.
- Ability to meet with students, instructors and administration virtually during the week and in person two Saturdays per month.
- Experience with online learning management platforms. Prior experience with Canvas preferred. Knowledge of current teacher preparation training methods, content/instructional standards and edTPA.
- High degree of professionalism, etiquette, and ability to maintain confidentiality.
- Excellent written and oral communication skills and the ability to communicate with a diverse group of individuals.





Application Procedure

Applicants should email a brief cover letter describing your interest and qualifications for the position, a current resume with contact information, (3) letters of professional references and active CT Certifications to the ARC Office at: arc@ctohe.org. Applicants will be contacted if selected for an interview.

Closing Date: May 10, 2021

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