

**NORWELL PUBLIC SCHOOLS
NORWELL, MASSACHUSETTS 02061**

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

- POSITION:** Special Education Aide/Education Coach – (Location: Bridgewater State University)
- GENERAL DUTIES:** To assist Norwell students in participating in social and instructional activities at the Bridgewater State University EXCEL Program so that students may learn effectively.
- REPORTS TO:** Director of Student Services
- QUALIFICATIONS:**
1. High School diploma required; associate degree or higher preferred;
 2. High degree of organizational and interpersonal skills;
 3. Ability to work cooperatively with staff and special education students; and
 4. Demonstrated ability to perform the responsibilities below as evidenced through educational and work-related experiences, previous employment, and interview process.
- RESPONSIBILITIES:**
1. Provide 1:1 support to EXCEL student, on campus at BSU Mon., Wed. and Fridays - 15-20 hours per week;
 2. Meet student at campus transportation drop off spot and ensure a smooth transition to campus;
 3. Attend and support EXCEL student in classes;
 4. Attend and support EXCEL student in internships;
 5. Collaborate with student and program staff at weekly check-in meetings;
 6. Meet Norwell Public Schools staff and EXCEL Staff for education coach check-in meetings;
 7. Assist the student in utilizing campus resources;
 8. Provide ongoing academic support, including. study skills, scheduling, organization and planning during the academic year;
 9. Participate in program activities and events as assigned;
 10. Maintain the same high level of ethical behavior and confidentiality of information about special education as is expected of all school personnel;
 11. Participate in in-service training programs assigned; and
 12. Perform all other duties as assigned by the Superintendent of Schools or designee.
- TERMS OF EMPLOYMENT AND EVALUATION:** This is a contracted hourly position, 3-5 days per week

Approved by: _____

Matthew A. Keegan
Superintendent of Schools

Date: _____

EQUAL OPPORTUNITY EMPLOYER

Norwell Public Schools does not exclude from participation, deny the benefits of Norwell Public Schools from or otherwise discriminate against, individuals on the basis of race (including traits historically associated with race (including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

Norwell Public Schools: *21st Century Schools for 21st Century Students*