



# EF Specialists

The Key To Your Future

TITLE	SALARY GRADE/ASSIGNMENT
Executive Function Specialist/ Educational Therapist	\$40-\$70 hourly
Reports to: Director of Education	DATE: December 9, 2021

## **JOB DESCRIPTION:**

Under general supervision, perform direct client service requiring proficiency in more than one of the areas of educational therapy, executive function coaching, and client relations; may supervise and organize the work of paraeducators; and perform related work as required.

## **SCOPE:**

The Educational Therapist/Executive Function Specialist classification consists of teaching skills and strategies that help students manage their educational challenges and improve their schoolwork.

## **DISTINGUISHING CHARACTERISTICS:**

The EF Specialist/Educational Therapist classification is distinguished from the Academic Content Tutor by the increased responsibility and skill expected in the duties of this classification, including holding an advanced degree (Master's or above) and years of experience in the field of education.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Provides direct service to students/clients through weekly remote meetings.
2. Works directly with the case manager to establish goals, design coaching priorities, and openly communicate about client's progress.
3. Identify a client's executive function challenges and their underlying academic issues and the relationship between them.
4. Provides clients with research-based tools and strategies that are specifically relevant to their needs and challenges.
5. Maintains clear and consistent communication with clients and/or family, including text messages and emails.
6. Plans for and facilitates family team meetings every 6-8 weeks or as needed for progress monitoring purposes.
7. Attends weekly team meetings and collaborates with other specialists and leadership team members.
8. Ability to read, understand, and analyze SPED documents (assessments, IEPs, etc.) and use such documents to make informed decisions about coaching and academic needs.
9. Effectively uses Tutorbird and Basecamp for tracking, communication, and client management.
10. Be available for evening and weekend work in order to be responsive to parent and student availability.
11. Develop collegial relationships with outside professionals to promote cross referrals.
12. Perform other related duties as assigned or requested.

# EXECUTIVE FUNCTION SPECIALIST | EDUCATIONAL THERAPIST JOB DESCRIPTION

## EMPLOYMENT STANDARDS

### **ABILITY TO:**

Ability and desire to work as part of a professional interdisciplinary team; Excellent time management and organizational skills; Possess excellent customer service, interpersonal and written communication skills that reflect sensitivity to their audience; Flexibility and professionalism to respond productively to unexpected occurrences in operation and with clients; Keen ability to adapt to personal learning styles of individual clients; compose correspondence and accurate reports with direction; Analyze situations accurately and take appropriate action; Communicate effectively in English; Follow and give oral and written directions; Interact with other employees, students, and the public in a helpful, courteous and friendly manner; Maintain effective working relationships; Demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Strong understanding and application of current research and findings in ADHD, executive functioning, learning disabilities, gifted learnings, and best practices for treatment; Knowledge and ability to use computers, including video communication platforms such as Zoom and Google Meet; General knowledge of Google Suite (Gmail, Docs, Sheets, Forms, etc.)

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Masters degree in the field of Education or Educational Therapy

*Preferred:* Completion of a Special Education certification program (or equivalent coursework).

#### *Experience:*

A minimum of one year of teaching and/or coaching experience.