



**Job Title:** Student Support Services (SSS) Academic Specialist  
**Reports to:** SSS Director  
**Terms:** Full time, 11-month position

### **Job Summary**

The Student Support Services Academic Specialist develops, implements, and evaluates supplemental Math, Reading, and Writing (English) instruction for Student Support Services (SSS) participants. Work is performed under the general supervision of the Student Support Services Director.

### **Responsibilities**

- Work in conjunction with the SSS Advisor to develop a comprehensive instruction and advisement package for each SSS participant.
- Develop Math, Reading/Writing supplemental instruction materials/curricula as appropriate
- Coordinate instruction with the aid and input of Western Texas College instructors specializing in each developmental area
- Assist with development of IDPs, conducting pre/post-testing of participants, diagnosing academic deficiencies, and use individualized instruction to remedy deficiencies
- Maintain a diagnostic and developmental file on each student indicating needs and progress, while ascertaining progress through classroom contact and at least bi-weekly observation
- Facilitate tutorial services by recruiting, coordinating and supervising tutors
- Coordinate production of monthly newsletter with the Director of Marketing
- Maintain and supply content to the Webmaster for the program's webpage
- Assist in data collection for submission of required annual performance report
- Coordinate with SSS team to provide comprehensive instruction for each SSS student while continuing to make necessary referrals
- Required to be collegial, respectful, and professional with faculty, staff, and students at all times
- Workplace attendance is essential for job function
- Ability to work full time is essential
- Other duties as assigned

### **Qualifications, Training and Experience**

1. Master's degree required in Math, English or related field, with teaching experience preferred
2. Minimum of two years' experience in one or more of the following required:
  - a. Developmental Math instruction
  - b. Developmental English or Reading instruction
  - c. Curricula development
  - d. Individual learning techniques
  - e. Computer assisted instruction
  - f. Tutoring
3. Must have experience in selection and ordering of educational equipment, supplies & software
4. Must work well as a team member, and have experience with students in one-on-one, small group and large group settings