



University School
Jr. K-8 Enrichment Specialist
Job Description, Duties, and Responsibilities
2021-2022

School Mission: University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

Job Description: The Jr. K-8 Enrichment Specialist will identify students who would benefit from academic enrichment within and beyond the classroom and/or who seek extra challenge. The Enrichment Specialist will provide direct enrichment to these students, assist teachers in meeting the needs of these students within the classroom, and create individualized enrichment plans to meet the needs of these students that include both activities inside and outside the school. The Enrichment Specialist will also shape and coordinate a robust portfolio of enrichment programming at US that provides deep experiences in all subject areas for our lower and middle school students. This position will spend approximately two-thirds of their time in the Middle School and one-third of their time in the Lower School. This split may vary, year to year, based on the needs of the school.

Title: Jr. K-8 Enrichment Specialist

Department: Shaker Faculty

Status: Full-Time

Reports to: Lower & Middle School Deans of Students

Date: January 2021

Major Duties and Responsibilities:

- Review admissions testing and standardized testing and consult with grade-level teacher and department chairs to identify students who should receive academic enrichment within and beyond the classroom
- Determine student strengths and interests and create individualized enrichment plans for students who would benefit from and/or seek extra challenge from grades K-8
- As part of these enrichment plans, suggest enrichment activities both in and outside the school (e.g. contests, high level outside summer programs, shadowing professionals, etc.). Consult with the middle and upper school department chairs and the college counseling department to determine the most beneficial programs
- Meet with students and parents to review individualized enrichment plans
- Shape and coordinate a robust portfolio of enrichment programming at US for grades K-8 that provides deep experiences in all subject areas

- Connect with the US after school and summer program coordinators to suggest potential activities to add to our programming that would provide further student enrichment opportunities
- Meet with middle school students during study halls to provide direct enrichment and to gauge progress on individualized enrichment plans. Visit lower school classrooms to connect with students on individualized enrichment plans, as needed
- Provide classroom teachers with strategies to challenge and enrich students needing extra challenge within the classroom
- Assist K-5 teachers in designing extensions to current assignments
- Collaborate with Jr. K-8 Math Specialist to design math enrichment to students in grades Jr. K-5
- Develop platforms for showcasing and publicizing student enrichment work and ensure work is shared regularly with the wider community
- Other appropriate duties as assigned by the Lower School Dean of Students, Division Directors, or Head of School

Requirements:

- Bachelor's degree required; Master's degree preferred
- Experience working in student enrichment programming
- Prior teaching experience
- Experience interpreting standardized testing