**Athletic Education Specialist Standard Job Description**

**Classification Title:** Athletic Education Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Athletic Education Specialist, under general supervision, is responsible for designing and implementing academic support plans for student-athletes who have learning challenges, in a specific subject.

**Essential Duties and Tasks:**

**50%: Learning Assistance & Case Load:**

Designs and implements individualized education plans for student-athletes with learning challenges, primarily in mathematics. Schedules consistent appointments each semester and works one-on-one or in small groups to build fundamental academic skills. Collaborates with scholastic supervisors to create holistic academic success plans. Maintains confidential files and communicates with supervisors, mentors, and tutors about students' needs and progress. Provides daily academic progress updates to advisors through GradesFirst, email, and in-person.

**10%: Learning Services Program Development & Coordination:**

Acts as liaison from the Nye Center for Student-Athlete Services to faculty and staff as appropriate, regarding the learning needs and academic progress of his/her assigned student-athletes. Prepares and presents academic skill workshops for all student-athletes. Works with the Nye staff to develop learning resources and programs that promote academic success and accountability. Provides professional level support and programs to student-athletes in accordance with the regulations of TAMU, the SEC, the NCAA, FERPA, & ADA.

**15%: Educational Assessment Program/Disability Services (DS):**

Works cooperatively with other Learning Specialists, the Counseling, and Sport Psychology unit within TAMU athletics, the TAMU Counseling & Assessment Center (CAC), and contracted formal evaluation sources to implement and administer each phase of educational assessment for student-athletes. Assists in interpreting and reviewing educational testing results with students. Acts as a liaison between DS and student-athletes with identified learning challenges or disabilities and work collaboratively with DS to assist with implementing accommodations deemed appropriate for individual student-athletes. Creates and implements learning modules for Texas Success Initiative (TSI) program deficiency testing.

**10%: Tutorial:**

Communicates tutoring needs of student-athletes to the Tutorial Coordinator. Assists in hiring, training, and supervising math tutors. Provides leadership for the Academic Mentor program and evaluates math tutors' effectiveness. Coordinates with Learning Services for tutor training and oversees the math lab, including monitoring, scheduling, and materials.

**5%: Meetings:**

Participates in the recruitment process by meeting with prospective student-athletes and their families. Attends weekly and/or bi-weekly staff and unit meetings. Communicates with direct supervisor regarding assigned programmatic tasks and report progress in meetings as appropriate.

**5%: Compliance:**

Maintains continual and thorough familiarity with all applicable NCAA, Conference, and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations concerning student-athletes: conduct, appearance, road games, punctuality and other areas as deemed appropriate.

**Qualifications:**

**Required Education and Experience:**

Bachelor's Degree or equivalent combination of education and experience.

Two years teaching experience at an elementary, middle or secondary school with a focus on specialized reading.

**Required Licenses and Certifications:**

None.

**Required Special Knowledge, Skills, and Abilities:**

Computer skills in word processing and data management.

Ability to safe guard confidential information.

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

Master’s degree.

Knowledge of NCAA academic rules.

Familiar with a large university setting.

Experience tutoring student-athletes.

**Machines and Equipment:**

Computer – 20 hours/week

**Physical Requirements:**

None.

**Other Requirements and Factors:**

May be required to work nights, weekends, and holidays as required to fulfill assigned duties

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**