



Full/Part Time Learning Support Coordinator
2023-2024 School Year
Our Lady of Fatima Academy
San Clemente, CA

Mission Statement: Our Lady of Fatima Academy operates as a ministry of Our Lady of Fatima Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

ESSENTIAL DUTIES:

- Provide one-on-one and small group support/instruction for students
- Assist students in adapting and overcoming problems that emerge due to learning difficulties
- Provide resources and instructional strategies that give students the physical, social, emotional, and intellectual support needed to learn
- Create a positive learning environment for all students
- Assist with the writing of Individual Learning Plans (ILP's)
- Research, organize, and prepare resources for students according to individual students' learning levels and needs
- Make and report regular assessments of student achievement and progress
- Support teaching staff by offering resources, assistance, advice, and training
- Collaborate with parents, teachers, other relevant professionals, and school personnel
- Meet with individualized parents as necessary to discuss the progress of their children
- Counsel families on learning support and assessment accommodations
- Attend Parent-Teacher Conferences as needed
- Participate in professional learning communities, Trainings, SST (student study teams), and faculty meetings as needed or directed by school administration
- Work with Capó Unified School District with regards to Title Funding
- Attend all school events and engage in any other job related duties as directed by school administration

REQUIREMENTS:

The qualified candidate will support the integration of the Gospel values of Christ, and the teachings of the Catholic Church within the entire school experience. In addition, this teacher shall participate in a collaborative faculty culture and be comfortable integrating technology into the structure of classroom instruction. Flexibility and creativity in structuring classroom experiences for each student and solid classroom management practices are necessary. Candidates must be reliable and open to establishing an active partnership with parents and other faculty to maintain the family atmosphere of our school. Openness to faith, a positive attitude, and commitment to helping our school grow is critical.

The qualified candidate should possess the following:

- Bachelor's Degree
- CA Multiple Subjects Teaching Credential or a related field
- Classroom experience
- Familiarity with and open mindedness regarding the practice of the Catholic Faith is a plus
- Clear understanding of Common Core Content Standard
- Proficiency with technology
- Possess interpersonal skills using tact, patience, and courtesy all the while demonstrating a love for children
- Communicate effectively with parents, students, faculty, staff, and administration
- Positive attitude, flexible approach, and a sense of humor
- CPR and First Aid certification, valid fingerprint clearance, and safe environment training

***Pay/Salary contingent on education and experience**

APPLICATION PROCESS:

Please send current resume with cover letter to: Brett Minter, Principal (bminter@olfschool.net)

**All elementary school teacher applicants must submit their application to the Department of Catholic Schools. Copy Nanci De la Rosa-Ricco (nricco@rcbo.org) on the email to the school. Upon receipt of the email, elementary school teacher application guidelines and forms will be forwarded to the applicant.