



# **ST. ANNE SCHOOL**

## **JOB DESCRIPTION**

### **Student Support Teacher**

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### **DEFINITION:**

The Student Support Teacher is responsible for working with classroom teachers to carry out the instructional program, general operations, and management of their assigned students. Student Support Teacher provides pull out and in class instruction and support to students identified to receive Student Support Services. Responsibilities include, but are not limited to, the following:

#### **DUTIES:**

- Provide direct instruction and in class support to students with identified learning disabilities
- Collaborate with Director of Student Support, counselor, parents, and teachers to design individualized learning programs
- Design and implement academic support and instruction in one-to-one and small group settings
- Support/administer progress monitoring
- Keep records of performance and progress
- Provide parents and teachers written progress reports per report card schedule
- Maintain student and teacher confidentiality
- Employ appropriate classroom management techniques
- Develop and comply with Individualized Learning Plans
- Chair meetings and maintain meeting minutes
- Conduct classroom observations and provide feedback to classroom teacher

- Provide lunch/playground/carpool supervision as assigned
- Design and implement enrichment activities
- Teach classes as assigned

**Requirements:**

- Experience working with students with identified learning challenges in an intervention or resource setting
- Proficient knowledge of math and language arts/reading
- Ability to design effective programs for diverse learners
- Proficient communication skills
- Strong people skills and affinity for children
- Excellent observation and analytical skills

**EDUCATION AND EXPERIENCE:**

- A minimum of two years of teaching experience is preferred
- BA/BS from an accredited college or university
- Education Specialist Instruction credential preferred

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Ten months, Salary Exempt employee.  
Required to be on campus 7:30 am – 3:30 pm Monday thru Friday.

**Reports to:** Director of Student Support

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$52,000 to \$62,000 is commensurate with education and years of experience. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org

