



## ST. ANNE SCHOOL

### JOB DESCRIPTION

#### **Lower School Student Support (ACCESS) 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 Administration
- Ensures 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, departmental, grade level, and administrative meetings as needed

##### **DEFINITION:**

The Student Support Teacher offers intentional support to students displaying educational, behavioral, and social/emotional challenges for whom traditional classroom instruction is insufficient. The Student Support Teacher collaborates with classroom teachers to design and implement learning methods to meet the needs of individual students. The Student Support Teacher will address specific needs in the areas of Language Arts, math, and behavior by utilizing push-in and pull-out models. The duties of the Student Support Teacher will include but are not limited to, those listed below.

##### **DUTIES:**

- Plan with the classroom teacher, implement and supervise instruction for selected students in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Collaborate with the Director of Student Support, Reading Specialist, parents, and classroom teachers to design individualized programs
- Develop and comply with Individualized Learning Plans
- Design and implement intervention outside of the classroom in a small group and individual setting
- Provide parents and teachers with written progress reports per the report card schedule
- Treat children with dignity and respect and protect their personal rights.
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take risks
- Complete required record-keeping accurately and in a timely manner.
- Attend all staff meetings, in-services, and required school functions, including but not limited to
  - All School Masses and assemblies
  - All other activities as designated by the school or outlined in the Employee Agreement (attached)
- Provide lunch/playground/carpool supervision as assigned.
- Provide necessary and effective parent communication, including Parent/Student conferences as needed.

- Participate in the accreditation process of the school.
- Adhere to a professional dress code as outlined in the employee handbook.
- Attend special subject classes and teacher development activities as required.
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of an absence.
- Maintain a professional attitude and behavior with students, parents, and other staff members.
- Perform other duties as assigned by the school administration

### **REQUIREMENTS:**

- Experience working with students with learning challenges in an intervention or resource setting
- Proficient knowledge of math and language arts/reading
- Ability to design effective programs for diverse learners
- Outstanding 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
- BA/BS from an accredited college or university.
- Teaching credential required; Education Specialist 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 classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom 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 Services

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](mailto:hr@st-anne.org)