

**MISSION BASILICA SCHOOL  
JOB POSTING  
FOR 2024 - 2025**



**Learning Support Coordinator:**

The Learning Support Coordinator helps build the right environment for students by working with teachers to differentiate for all learning styles, providing individualized or small group instruction, and working closely with external service providers (public schools, speech therapists, etc.) to ensure rigorous, high quality services for students with unique learning needs and styles.

**School Mission Statement:** Mission Basilica is a Catholic school whose faculty/staff, in partnership with the parents, is committed to preparing Christ-centered students who are:

- Faith-Filled Catholics
- Life-Long Learners
- Responsible Citizens
- Respectful People

**Responsibilities:**

- Plan and conduct training programs and conferences with teachers dealing with students with disabilities, implementation of accommodation plans, varying teaching methods that could help the learner who is struggling to be successful in their class.
- Observe work of teaching staff to monitor the effectiveness of the implementation of accommodations in their classroom.
- Confer with members of the educational community and advisory groups to help assist in meeting students' needs.
- Attend public school IEP and Service Plan meetings and act as a liaison with all public schools and private diagnosticians.
- Support and coordinate efforts with support teachers to ensure student success for struggling students or students with disabilities which include the campus learning support programs.
- Develop official individual accommodation plans when documentation is presented. Interpret evaluations and data to understand what accommodations would be appropriate for each disability.
- Screen students for possible learning problems in order to make decisions and provide resources to guide appropriate planning for student success.

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- Lead collaborative meetings with parents and teachers.
- Monitor progress of students in support classes or with accommodations and intervene when progress is not being made in classes.
- Aid the Principal in data analysis of students to help identify and problem-solve for students who are struggling.
- Meet with struggling students for academic coaching.
- Meet with parents to discuss concerns about their student's progress.

**Qualifications:**

- Must possess a Bachelor's or Master's degree in education or a related field.
- Must be eligible or possess a California Teaching Credential
- 1-2 years of experience in the field of educational psychology, social work, or related field preferred
- CPR and First Aid certification
- Valid fingerprint clearance
- Safe Environment training
- Experience working with students with disabilities
- Experience interpreting evaluations and establishing accommodations such as a 504 coordinator or within special education is preferred
- Reading specialist certification and/or special education credential preferred

**Classroom teaching experience Knowledge, abilities, and skills:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of Microsoft Office applications
- Knowledge of use of office equipment
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology

**Skill in critical thinking and planning Working Conditions:**

- Required to work some nights and weekends
- Required to manage moderate to high work pace for extended periods of time
- Required to work a minimum of a full school day
- Required to attend all ILP meetings (many outside of normal contracted hours)

**Required to work in normal office conditions Mental/Physical Demands:**

**MISSION BASILICA SCHOOL  
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- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis

**Position Status:**

Position is a full-time salaried 10-month position.

**Salary Range:**

\$40,000-\$90,000

**Application Procedure:**

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at [www.rcho.org](http://www.rcho.org).

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Alycia Beresford at [aberesford@mbssjc.org](mailto:aberesford@mbssjc.org)

**APPLICATION DEADLINE**

Until position is filled.