



ST. ANNE SCHOOL

Lower School Student Support (ACCESS) Teacher

RESPONSIBILITIES

- Acts as a role model of professionalism in a Catholic environment.
- Supports the school's philosophy, policies, and goals, as well as the decisions made by the Board of Directors and Administrators.
- 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 outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as required.
- Collaborates professionally with classroom teachers, administrators, families, and other members of the Student Support team.

DEFINITION

The Student Support (ACCESS) Teacher is responsible for providing targeted academic support and intervention to Lower School students. The teacher will work collaboratively with classroom teachers and the Student Support team to identify student needs, develop and implement appropriate interventions, provide approved accommodations, monitor student progress, and support students in reaching their academic and personal potential.

The Student Support Teacher will provide instruction in individual and small-group settings, support students within the classroom as appropriate, and develop intervention lessons and instructional strategies based on student needs. Responsibilities include, but are not limited to, the following:

DUTIES

- Plan and implement effective, developmentally appropriate instruction and intervention based on individual student needs.
- Provide direct instruction to students individually and in small-group settings.
- Collaborate with classroom teachers to support students' academic, social, and learning needs.
- Develop and implement targeted intervention lessons and instructional strategies.
- Lead small-group intervention and monitor student progress toward identified goals.
- Provide testing accommodations and other approved student accommodations as appropriate.
- Ensure students consistently receive approved accommodations and support.
- Maintain accurate and timely documentation, student records, intervention data, and progress-monitoring information.

- Communicate regularly with classroom teachers and the Student Support team regarding student progress, needs, and interventions.
- Participate in meetings with parents/guardians and school personnel regarding student learning needs and progress, as appropriate.
- Use assessment and progress-monitoring data to inform instruction and adjust interventions as needed.
- Maintain a positive, structured, and supportive learning environment that encourages students to take risks, develop confidence, and reach their potential.
- Treat all students with dignity and respect and protect their personal rights and confidentiality.
- Assume full responsibility and leadership of assigned classes and instructional groups.
- Provide appropriate classroom coverage and instruction in the absence of another teacher, as needed and mutually agreed upon.
- Complete all required lesson plans, records, reports, and other documentation accurately and in a timely manner.
- Attend all required in-services, professional development opportunities, faculty meetings, and teacher development activities.
- Provide lunch, playground, carpool, and other supervision as assigned.
- Be actively involved in the accreditation process of the school.
- Attend and participate in:
 - All School Masses, Chapels, and assemblies
 - Committee meetings, as requested
 - Professional development and teacher training activities
 - All other school activities as designated by the administration
- Adhere to a professional dress code as outlined in the Employee Handbook.
- Maintain a professional attitude and behavior with students, parents, faculty, administration, and other staff members.
- Substitute in other classrooms or provide additional instructional support as needed and agreed upon mutually.
- Perform other duties as assigned by the administration.

EDUCATION AND EXPERIENCE

- Bachelor's degree (BA/BS) from an accredited college or university in Education, Special Education, or a related field.
- Teaching credential or appropriate state certification preferred.
- Minimum of two years of classroom teaching, student teaching, or relevant teaching experience preferred.
- Experience working with students who have diverse learning needs preferred.
- Experience developing and implementing academic interventions preferred.
- Experience in a Catholic school or faith-based educational environment preferred.

PREFERRED SKILLS

- Reading Specialist Certificate or relevant education.
- Strong knowledge of effective instructional practices and differentiated instruction.
- Ability to develop and implement targeted academic interventions.
- Ability to use student data and assessment results to inform instruction.
- Strong communication and collaboration skills.
- Ability to build positive relationships with students, families, and colleagues.
- Proficiency with Mac/PC platforms and educational technology.

- Experience using SMARTboard or comparable classroom technology.
- Strong organizational, time-management, and record-keeping skills.
- Practicing Catholic 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-month, hourly non-exempt employee.
Required to be on campus 7:30 am–3:30 pm Monday through Friday

Reports to: K-8 Principal

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$53,300 to \$80,000 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