



LUPO Learning Assistant

K-8 Testing Support & Grades 6-7 Academic Achievement

Reports to	Director of LUPO Learning
Schedule	Tuesday-Thursday, 7:30 a.m.-3:30 p.m.
Schoolwide Support	K-8 Testing & Accommodation Support
Primary Teaching Role	Grades 6-7 Academic Achievement
Program	LUPO Learning - Learning, Understanding, Prayer, Outreach
Pay Scale	\$26-32/hr. DOE

Position Purpose

The LUPO Learning Assistant serves a schoolwide K-8 role in supporting testing accommodations and alternative testing environments while holding a primary teaching responsibility for Grades 6-7 Academic Achievement. Under the direction of the Director of LUPO Learning, the assistant supports the implementation of St. Francis of Assisi Catholic School's inclusive learning model through academic instruction, executive-functioning support, testing coordination and proctoring, push-in support, and student supervision. The position helps ensure that students with Individual Learning Plans (ILPs), LUPO Action Plans, and other identified learning needs have consistent access to their documented supports while developing independence, dignity, and self-advocacy.

Primary Responsibilities

- **Primary Teaching Role - Grades 6-7:** Teach designated 6th- and 7th-grade Academic Achievement sections using the curriculum, routines, and instructional framework established by the Director of LUPO Learning. Provide direct instruction in executive functioning, organization, planning, study skills, task initiation, time management, and self-advocacy.
- **K-8 Testing & Accommodation Support:** Serve as a schoolwide testing proctor and accommodation support provider for students in Kindergarten through Grade 8 who require an alternative testing environment or other documented testing supports.
- **Testing Environment:** Facilitate reduced-distraction and separate testing locations and help ensure students receive documented accommodations consistently and accurately.
- **Accommodation Implementation:** Implement testing accommodations as documented, including extended time, breaks, directions clarification, reduced-distraction settings, and other assigned supports. Refer questions or proposed changes to the Director of LUPO Learning.
- **Assessment Procedures:** Support the LUPO assessment-folder process, accommodation checklists, secure movement of testing materials, and communication regarding scheduled assessments.

- **Push-In Support:** Provide classroom-based LUPO support as assigned, prioritizing students with ILPs and LUPO Action Plans while promoting independence and participation in the least-restrictive environment.
- **Lunchtime Reset:** Supervise a structured lunchtime reset environment where students may organize materials, prioritize or complete work, regulate, and prepare for afternoon classes.
- **Documentation & Data:** Assist with student-support documentation, testing records, accommodation checklists, and progress-monitoring data as directed.
- **Communication:** Communicate relevant observations, testing concerns, and student needs to the Director of LUPO Learning while maintaining confidentiality.
- **LUPO Team Coverage:** Provide coverage for testing, Academic Achievement, student support, or other assigned LUPO responsibilities when team members are attending student meetings, IEP/ISP consultations, parent meetings, or required support meetings.
- **Collaboration:** Work collaboratively with teachers, administrators, and LUPO team members and participate in LUPO planning meetings, training, and professional development as assigned.

Role Boundaries & Program Alignment

The LUPO Learning Assistant implements established student plans, testing accommodations, and program procedures under the direction of the Director of LUPO Learning. Decisions regarding new accommodations, changes to ILPs or LUPO Action Plans, intervention placement, formal parent communication regarding student plans, and program-level decisions remain under the direction of the Director and school administration.

Core Expectations

- Maintain confidentiality and protect student dignity at all times.
- Use a strength-based, inclusive approach that supports students in the least-restrictive environment.
- Provide dependable K-8 testing coverage while maintaining the primary Grades 6-7 Academic Achievement teaching assignment.
- Promote independence, self-advocacy, responsibility, and age-appropriate executive-functioning skills.
- Implement documented accommodations consistently and accurately.
- Maintain dependable communication with the Director of LUPO Learning regarding student needs, testing schedules, classroom coverage, and program responsibilities.
- Support the mission and Catholic identity of St. Francis of Assisi Catholic School and the LUPO Learning tenets of dignity, compassion, trust and guidance, flexibility, collaboration, and love.

Preferred Qualifications

- Experience working with K-8 students in an educational, intervention, tutoring, testing, or student-support setting.
- Experience teaching or supporting middle-school students, particularly Grades 6-7.
- Strong organization, communication, flexibility, classroom-management skills, and follow-through.
- Ability to administer and monitor testing accommodations with consistency, discretion, and attention to detail.
- Comfort supporting executive-functioning skills and implementing documented student accommodations.
- Ability to collaborate effectively with teachers, administrators, families, and members of the LUPO Learning team.

Interested applicants should submit a resume, cover letter, and/or any other relevant supporting documents to Ms. Cynthia Haselby at chaselby@sfayl.org.

This job description describes the general nature and level of work performed in this position. Responsibilities may be adjusted based on student needs, testing demands, program priorities, and school needs under the direction of administration and the Director of LUPO Learning.