



SAINT EDMOND'S ACADEMY

JOB DESCRIPTION

EDUCATIONAL SUPPORT TEACHER

DEPARTMENT: Educational Support Staff

SUPERVISOR: Director of Educational Support

REVISED: May 2023

OVERVIEW: SAINT EDMOND'S ACADEMY, AN ALL-BOYS CATHOLIC, INDEPENDENT SCHOOL SEEKS A CREATIVE AND COMMITTED EDUCATIONAL SUPPORT TEACHER. AS A MEMBER OF THE SCHOOL'S EDUCATIONAL SUPPORT STAFF, THIS POSITION IS RESPONSIBLE FOR IMPLEMENTING ACCOMMODATIONS OUTLINED IN EACH SAINT ANDRE STUDENTS' INDIVIDUAL ACTION PLAN. THIS POSITION IS RESPONSIBLE FOR READING INTERVENTION IN GRADES PK-4 TO HELP STUDENTS DEVELOP PROFICIENT READING SKILLS. THE EDUCATIONAL SUPPORT TEACHER WILL JOIN A CARING, HIGHLY QUALIFIED, AND DEDICATED FACULTY WHOSE MISSION IS TO EDUCATE BOTH THE HEART AND THE MIND OF THEIR STUDENTS.

ESSENTIAL RESPONSIBILITIES:

1. DESIGN AND IMPLEMENT SMALL GROUP READING INSTRUCTION BASED ON BENCHMARK ASSESSMENTS.
2. SUPPORT LOWER FORM (GRADES PK - 4) TEACHERS AND STUDENTS IN THE DEVELOPMENT OF EARLY LITERACY SKILLS.
3. COLLABORATE WITH THE EDUCATIONAL SUPPORT TEAM AND LEAD TEACHERS TO IMPLEMENT ACCOMMODATIONS OUTLINED IN EACH SAINT ANDRE STUDENTS' INDIVIDUAL ACTION PLAN.
4. ASSIST THE LEAD TEACHER WITH CLASSROOM LESSONS WHILE MONITORING STUDENTS' LEVEL OF ENGAGEMENT AND UNDERSTANDING OF MATERIAL.
5. ASSIST STUDENTS INDIVIDUALLY AND IN SMALL GROUPS.
6. PROVIDE PUSH-IN SUPPORT, SMALL-GROUP INSTRUCTION, AND TESTING SUPPORT FOR STUDENTS WHO RECEIVE LEARNING SUPPORT.
7. SUPPORT STUDENTS WITH MILD LEARNING DIFFERENCES TO DEVELOP EXECUTIVE FUNCTIONING AND ORGANIZATIONAL SKILLS.
8. CREATE AND IMPLEMENT SYSTEMS TO MONITOR STUDENTS' GRADES AND WEEKLY PROGRESS.
9. COMMUNICATE REGULARLY WITH THE SAINT ANDRE TEAM AND FAMILIES REGARDING STUDENT PROGRESS.
10. ADVOCATE FOR STUDENTS WITH LEARNING DIFFERENCES WHILE MAINTAINING CONFIDENTIALITY.
11. ESTABLISH AND MAINTAIN PROFESSIONAL COMMUNICATION WITH SCHOOL STAFF.

MINIMUM REQUIREMENTS:

- READING SPECIALIST CERTIFICATION OR MASTER'S IN LITERACY INSTRUCTION PREFERRED.
- EXPERIENCE WORKING WITH STUDENTS WITH A VARIETY OF LEARNING DIFFERENCES PREFERRED.
- PROFICIENCY IN STRATEGIES TO BEST SUPPORT STUDENTS RELATED TO LEARNING DIFFERENCES.
- STRONG UNDERSTANDING OF AND PASSION FOR BEST EDUCATIONAL PRACTICES.
- ABILITY TO EXPRESS IDEAS CLEARLY IN BOTH WRITTEN AND ORAL COMMUNICATIONS.
- ABILITY TO INDEPENDENTLY PLAN AND ORGANIZE ONE'S OWN ACTIVITIES.