



ST. ANNE SCHOOL

JOB DESCRIPTION

Intervention / Reading Specialist

St. Anne School, a private Catholic School in Laguna Niguel, is seeking an Intervention/Reading Specialist, who will assist grade K-8 students with differentiated learning needs in a small group setting or one-to-one. The candidate should be knowledgeable of various learning needs and strategies, be compassionate and empathetic, and possess outstanding observation skills. We are looking for a talented, creative, hard-working, team player with a broad range of artistic skills, along with an appreciation of developmental characteristics of elementary and middle school students to join our strong faculty.

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 Board of Directors and Administrators.
- Insures 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 and administrative meetings as needed.

DUTIES:

- Provide direct instruction to students with identified learning disabilities
- Collaborate with School Psychologist, parents, and teachers to design individualized programs
- Design and implement intervention outside of the classroom in a one-to-one setting or small group setting.
- Support/administer progress monitoring
- Keep records of performance and progress
- Provide parents and teachers written progress reports per report card schedule
- Maintain student and teacher confidentiality
- Employ appropriate classroom management techniques
- Develop and comply with Individualized Learning Plans
- Chair meetings and maintain meeting minutes
- Conduct classroom observations and provide feedback to classroom teacher

Requirements:

- Experience working with students with special needs 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 is preferred
- BA/BS from an accredited college or university, with an interest in a teaching career
- Teaching 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 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 months, hourly, part time non-exempt employee.

Reports to: Director of Student Support

This is a part-time, hourly non-exempt position. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org