

## Learning Support Teacher Job Description

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports to: Position reports directly to the Assistant Principal.

Required: A California Teaching Credential

Preferred: Education Specialist Instruction Credential

General Responsibilities: Responsibilities will include, but are not limited to, the following:

- Treating all children, parents, and staff with dignity and respect.
- Create and implement a flexible learning program and classroom environment favorable to student learning and personal growth.
- Establish effective rapport with students, staff members, and parents. Motivate students to develop skills, attitudes, and knowledge to provide an effective educational foundation, in accordance with each student's ability.
- Presents subject matter to students to maximize learning opportunities and provides real-world, application-based examples, and learning opportunities.
- Reviews student records in order to develop a foundation of understanding regarding each student's abilities and needs.
- Maintains accurate and completes student records.
- Assesses student strengths and weaknesses on a frequent basis, provides appropriate activities to address student needs, and generates progress reports as required.
- Assists in the selection of curriculum, equipment, and other instructional materials.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Participates with other staff members in planning during designated meetings.
- Takes all necessary and reasonable precautions to protect supplies, equipment, materials, and facilities needed to implement effectively the planned instructional program.
- Communicates clearly, consistently, and positively with parents via all appropriate mediums.
- Maintains confidentiality regarding student records.
- Participates in extracurricular activities to ensure a positive school culture and provide support for students and staff (as required).
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the Our Lady Queen of Angels School Faculty and Staff Handbook.

Learning Support Instructional Requirements:

- Monitor and assist with referral, assessment, and identification of learning support students.
- Participate as a facilitator at Instructional Learning Plan (ILP) meetings.
- Develop, implement, and oversee Learning Support policies, procedures and programs.
- Provide in-service training for faculty, staff, and parents.
- Attend job related meetings and activities.
- Collaborate with teachers and other staff members to plan and implement instructional strategies that meet the needs of an individual with learning support needs.
- Implement various instructional strategies and curricula in the following environments: core classes, specialty classes, small group and one-on-one student pull out.
- Work with learning support coordinators and teachers to identify highest needs students and create additional supports and strategies for those students, including developing lesson plans, providing targeted instruction and, reworking curriculum.
- Collaborate with parents (or guardians) and members of the teaching team, including outside agencies, regarding the needs of an individual with learning support needs.
- Coordinate and support student testing to include STAR testing, interim testing, etc.

**\*\*MAY PERFORM OTHER DUTIES AS ASSIGNED\*\***