



# St. Barbara Catholic School

Open Arms. Open Minds. Open Hearts.

## ST. BARBARA SCHOOL LEARNING SUPPORT COORDINATOR

### SUMMARY:

The Learning Support Coordinator helps build the right environment for students by working with teachers to differentiate for all learning styles, providing individualized or small group instruction, and working closely with external service providers (public schools, speech therapists, etc.) to ensure rigorous, high quality services for students with unique learning needs and styles.

### Essential Functions/Tasks:

- planning and implementing constructive teaching policies
- collaborating with parents, classroom teachers, other relevant professionals, and school personnel
- Assist students in adapting and overcoming problems that emerge due to learning difficulties
- Work one-on-one or in a small group
- Support students with their education, behavioral and social development, or language development
- Be an empathetic and compassionate person who is passionate about providing a nurturing learning environment.
- Assisting Teachers to plan learning activities, prepare learning materials, complete records, and carry out administrative tasks
- Supporting Teachers in managing class behaviors
- Following a child's care plan (i.e. 504, IEP, ILP)
- Supervising pupils in the playground
- Clearing away materials and equipment after lessons.
- Taking part in trainings as needed
- Work with local school districts with regards to Title Funding and IDEA

### Other Duties:

- Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities as deemed necessary.
- Participate in various student and parent activities which occur in school including PTA, student clubs and after-school activities if deemed necessary.
- Perform any other related duties as assigned by the Principal or other appropriate administrator

### KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in supporting pupils in a classroom environment, with Special Educational Needs.
- A sound understanding of how children develop socially and mentally.
- The ability to demonstrate active listening skills and have strong verbal communication skills.
- A dedication to establishing positive relationships with pupils and understanding their needs.
- The ability to provide varying levels of individual attention, reassurance, and support with learning tasks, as appropriate to each pupils' needs.
- A willingness to adapt to a wide range of duties within changing circumstances.
- The ability to monitor each pupil's responses and to modify or adapt the learning activities both to suit their needs and to achieve the intended learning outcomes.
- The confidence to evaluate learning needs and seek new teaching methods.
- The ability to provide constructive feedback in a way that reinforces pupils' self-esteem.
- The ability to handle complex and sensitive issues with empathy and understanding.
- The ability to demonstrate a commitment to equal opportunities.
- A strong desire to inspire and a passion for supporting and nurturing pupils.
- The ability to work effectively and supportively as a member of a team.

**QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

- Must possess a Bachelor's or Master's degree in education or a related field.
- Must be eligible or possess a California Teaching Credential with a K-6 elementary endorsement.
- 1-2 years of experience in the field of educational psychology, social work, or related field
- CPR and First Aid certification
- Valid fingerprint clearance
- Safe Environment training