

**LEARNING SUPPORT INSTRUCTIONAL ASSISTANT
2022-2023 JOB POSTING**

Position Title: Learning Support IA
Job Classification: Non-Exempt
Reports to: Learning Support Coordinator, Assistant Principal's

School Mission Statement

St. Edward the Confessor Parish School, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community. Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

Position Overview

The role of the Learning Support Instructional Assistant (LS IA) will differ across Kindergarten – 8th grade depending on the needs of individual students. The overall function of the LS IA is to support the special educational needs of each student. This position will support student-learning working under the guidance of the Learning Support Director, the learning support teachers and classroom teachers.

Duties and Responsibilities

- Perform tasks as directed by the learning support director and learning support teachers (assessment accommodations, 1:1 and small group instruction, push-in and pull-out)
- Assist the learning support and classroom teachers to implement programs of support
- Support specific aims in lessons as planned and directed by the learning support and classroom teachers
- Develop a knowledge and understanding of the specific educational needs of the students you support
- Aid the students to learn as effectively as possible in both group settings and on his/her own
- Establish a supportive relationship with your students while promoting/reinforcing their self-esteem
- In conjunction with the learning support and classroom teachers monitor and record student progress
- Provide regular feedback to the learning support and classroom teachers
- Foster lines of communication between the learning support and classroom teachers and parents
- Attend relevant in-service training
- Respect the confidential nature of student work and any knowledge about individual student personal and educational circumstances
- Assist with student supervision before school, recess, and lunch

Qualifications:

- BA or BS preferred but not required
- Valid California Teaching Credential preferred but not required
- Successfully passed the CBEST preferred but not required
- Previous elementary classroom experience supporting special needs instruction
- Prefer a practicing Catholic
- Good literacy and math skills. Experience utilizing technology.
- Strong organizational skills, reliability, patience, understanding, flexibility, multi-tasking team player
- Good oral and written communications skills
- Communicates effectively with parent volunteers, administration, faculty and staff
- Possesses interpersonal skills using tact, patience, and courtesy
- Love for children, especially those with special needs

Requirements:

- Complete required certifications: Safe Environment, Cyber-Security training.
- Comply with Diocesan COVID-19 vaccination requirements.
- Valid certification for Basic First Aid and CPR.

Position Description

- Monday – Thursday, 8:00 am – 3:00 pm, up to 28 hours per week, hourly 10-month position.
- The hourly rate is \$15.00/hour.
- The term of the annual employment is from mid-August – mid-June) which includes 5 days at the beginning and end of the school year.

Application Procedure

- Interested candidates should email their resume and cover letter to the attention of Tom Waszak at twaszak@stedschool.org or mail to St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.