



Diocese of Fort Worth Position Description

Job Title | Job Code: Learning Support Coordinator: Full-Time
Date Revised: July 5, 2022
Reports to: Principal
Location: Holy Trinity Catholic School
3750 William D. Tate
Grapevine, TX 76051
www.fwdioc.org/employment

General Position Summary: The **Learning Support** Coordinator fulfills the mission of the Catholic school by planning, guiding, and evaluating the learning process of the students in the Catholic school for whom the Coordinator is responsible within the framework of the school's philosophy, organization, and curriculum. The Coordinator provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future. The Coordinator has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the Principal.

Principal Accountabilities:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Plans and conducts training programs and conferences with teachers dealing with students with disabilities, implementation of accommodation plans, varying teaching methods that could help the learner who is struggling to be successful in their class.
- Observes work of teaching staff to monitor the effectiveness of the implementation of accommodations in their classroom.
- Confers with members of the educational community and advisory groups to help assist in meeting students' needs.
- Attends public school ARD and Service Plan meetings and act as a liaison with all public schools and private diagnosticians.
- Supports and coordinates efforts with support teachers to ensure student success for struggling students or students with disabilities which include the campus learning support programs.
- Develops official individual accommodation plans when documentation is presented. Interprets evaluations and data to understand what accommodations would be appropriate for each disability.
- Screens students for possible learning problems in order to make decisions and provide resources to guide appropriate planning for student success.



Diocese of Fort Worth Position Description

- Meets with students semiannually to discuss accommodations, discuss self-advocacy, and make sure the student's needs are being met.
- Leads collaborative meetings with parents and teachers.
- Monitors progress of students in support classes or with accommodations and intervene when progress is not being made in classes.
- Aids the Principal in data analysis of students to help identify and problem-solve possible intervention strategies.
- Meets with struggling students for academic coaching.
- Meets with parents to discuss concerns about their student's progress.

Minimum qualifications:

Education/Certification:

- Education Certification: certified teacher in the state of Texas
- Master's Degree: either Special Education or Language Therapy

Experience

- Experience working with students with disabilities
- Experience interpreting evaluations and establishing accommodations such as a 504 coordinator or within special education
- Classroom teaching experience

Supervision Given and/or Received:

- Reports directly to the principal

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of use of office equipment
- Knowledge of child development, learning, and behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Internal Contacts:

- Effectively communicates with other school staff

External Contacts:

- Effectively communicates with parents, volunteers, adults, as well as other schools, churches and employees throughout the diocese.



Diocese of Fort Worth Position Description

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in normal office and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

PROFESSIONAL EXPECTATIONS

- Attend all trainings and staff meetings
- Attend all diocesan trainings and meetings

FLSA Designation: Exempt

_____ Position Description Approved By	_____ Date
-------------------------------------------	---------------

Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.