

Learning Support Coordinator Job Description

Name: _____

School Name: Holy Trinity Catholic School

City: Grapevine, TX

Job 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.

Essential job functions:

- Plan and conduct training programs and conference 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.
- Observe work of teaching staff to monitor the effectiveness of the implementation of accommodations in their classroom.
- Confer with members of the educational community and advisory groups to help assist in meeting students' needs.
- Attend public school ARD and Service Plan meetings and act as a liaison with all public schools and private diagnosticians.
- SSD Coordinator for College Board – request accommodations through the College Board SSD system for students wanting accommodations on the PSAT.
- Support and coordinate efforts with support teachers to ensure student success for struggling students or students with disabilities which include the campus learning support programs.
- Develop official individual accommodation plans when documentation is presented. Interpret evaluations and data to understand what accommodations would be appropriate for each disability.
- Screen students for possible learning problems in order to make decisions and provide resources to guide appropriate planning for student success.
- Meet with students semiannually to discuss accommodations, discuss self-advocacy, and make sure the student's needs are being met.
- Lead collaborative meetings with parents and teachers.
- Monitor progress of students in support classes or with accommodations and intervene when progress is not being made in classes.
- Aid the Principal in data analysis of students to help identify and problem-solve for students who are not successful or are incoming students with data that supports that Holy Trinity Catholic Elementary School will be a struggle for them.
- Meet with struggling students for academic coaching.
- Meet 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

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of Microsoft Office applications
- Knowledge of use of office equipment
- 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

Working Conditions:

- Required to work some nights and weekends
- Required to manage moderate to high work pace for extended periods of time
- Required to work a minimum of a full school day
- Required to work in normal office conditions

Mental/Physical Demands:

- 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

PROFESSIONAL EXPECTATIONS:

- Attend all trainings and staff meetings
- Attend all diocesan trainings and meetings
- Knowledge of teachings of the Catholic Church
- Knowledge of child development, learning, and behavior
- 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.

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____