



St. Francis

 CATHOLIC HIGH SCHOOL

Job Profile

Job Title:	Learning Support Specialist
Department:	Academic Support
Reports to:	Director of Guidance
Date:	2/15/2021

General Summary

What is the primary purpose of this position?

The Learning Support Specialist at St. Francis Catholic High School provides instruction and program planning for students with learning differences as well as students in the general population who need academic support. This role researches, obtains, and provides professional development for faculty/staff members at St. Francis Catholic High School; serves on Student Support Teams (SSTs); serves on the Academic Advisory Council; creates Formal Education Plans and monitors distribution; proctors final exams in Alternate Test Site; and promotes the St. Francis Catholic High School mission and philosophy of inclusion.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Evaluate incoming students and identify candidates for summer intervention program; manage the caseload of students identified as needing additional support (1:1, meeting with teachers to develop plans).
- Provide instruction, monitor and evaluate student progress, and research and obtain instructional materials to support students with diagnosed learning differences.
- Research and publish Best Practices Manual; research and provide professional development to St. Francis teachers; research and coordinate instructional interventions for students with learning differences.
- Participate in SST meetings, collaborate with Support Services including Guidance and Wellness Departments; answer concerns expressed by team members; write academic support plans.
- Attend and contribute to Formal Education Plan and Medical Support Plan meetings; create Formal Education Plans in accordance with psychologist recommendations and approved SF Checklist of Interventions; create Medical Support Plans in accordance with practitioner’s recommendations, coordinate distribution of FEPs to support team members; coordinate final exams Alternate Test Site.
- Manage accommodation requests for college entrance exams.
- Create a transition plan from middle to high school and from high school to collegiate study.
- Research college support services for students, and develop student support materials.



Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Master's degree or Teaching Credential in Special Education required. Current California licensure is also required.

Job experience:

Minimum of three years teaching experience in a regular or Special Education classroom.

Technical/Functional skills:

Must have knowledge of:

- Academic best practices
- Response to Intervention
- State standards, national standards
- Applicable laws and procedures
- Program planning for students with learning differences
- Program planning for students who need remediation
- Basic subjects taught at grammar level
- Research methods
- Data management
- Report writing
- Technological applications including Google functions and academic support apps
- St. Francis Catholic High School charism, Mission, and Philosophy

Must have the ability to:

- Have an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students, including those with physical or learning disabilities as it relates to differences in learning styles
- Successfully foster and support an inclusive educational environment
- Teach researched strategies that promote academic proficiency
- Monitor and evaluate student progress
- Research and communicate findings to students and their support teams
- Teach remedial core subjects, including study skills
- Present professional development
- Maintain effective communication with Support Services
- Progress in education via professional development, research, and classes
- Serve as an informational resource to St. Francis Catholic High School and Diocesan communities
- Learn and co-create procedures to benefit students with academic challenges
- Communicate effectively orally and in writing

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- Analyze situations accurately and adopt an effective course of action
- Maintain records, evaluate data, and express findings orally as well as in writing
- Operate standard technical equipment and stay current with technological advances

Other Requirements:

- Other duties may be required as needed.