



St. Martin of Tours Academy

Position Title: Learning Center Director

Hours: Full-Time

Supervised by: Principal

Compensation: \$TBD + full benefits

Time Year: October thru Mid-June

FLSA Status: Exempt

Position Summary:

Provide consistent, structural academic support in primary and/or intermediate grades under the supervision of the Principal by performing duties that are instructional in nature to deliver direct services to students requiring additional support in language arts, math, and study skills.

Primary Responsibilities:

- Act as liaison between LEA, school, and parents to obtain testing and consultations
- Coordinate all LSP-related meetings with SMA staff, LEA staff, and parents
- Attend faculty/staff meetings
- Maintain all LSP-related paperwork, including LST requests and summaries, ILPs, ISPs, and all other pertinent information required for student LSP files
- Ensure implementation of all ILPs
- Provide teachers with strategies and curricula for LSP students
- Serve as member of diocesan LSP steering committee
- Provide faculty with annual LSP student profiles prior to start of the school year
- Supervise students in classrooms, schoolyards, and on field trips as required.
- Enforce administration's policies and rules governing students.
- Participate in teacher-parent conferences regarding student progress or problems, as needed
- Advance educational knowledge by attending conferences, professional development opportunities, and reading educational journals
- Use Google Platform, computers, and other electronic equipment
- Other duties as assigned by Principal

Administrative/Other Responsibilities:

- Return voice-mail/e-mail messages in a timely manner
- Keep LSPs/IEPs organized and up-to-date in the school office
- Demonstrate a respectful demeanor with staff, students, and parents
- Observe utmost confidentiality regarding parent, student, staff information/conversations

Qualifications:

It is expected that the teacher has/is:

- Master's Degree (preferred)
- Knowledge of IDEA
- Successful experience in student teaching or classroom teaching
- A Preliminary Teaching Credential working toward a Clear Credential
- Positive references and recommendations
- A Clear criminal background check (a clear Livescan for the Diocese of San Diego is a condition of employment) - Teacher will be reimbursed by school for cost of Livescan
- A basic understanding and acceptance of Catholic School philosophy, goals and objectives
- Necessary background and training in educational methods, learning differences, accommodations, and modifications
- Understanding of child development and skills necessary to relate to the students
- Appropriate control and discipline techniques, which will enhance the learning environment
- Active, practicing, Roman Catholic with extensive knowledge and adherence to Church teaching and life.
- The willingness to learn the Workshop Way® of teaching (ex. asking questions is intelligent, everyone learns at their own pace, mistakes are how we learn)

Physical Requirements:

To successfully meet the needs of the students in his/her care, the employee must:

- Spend the majority of the day standing in the classroom. While standing the teacher will frequently hold objects they are working with or demonstrating
- Sit on an occasional basis when developing lesson plans or working with small groups/1:1
- Walk through the classroom and be able to maneuver in tight spaces between desks. Walk on both even and uneven surfaces
- Deal with students while kneeling or squatting, stooping, or bending
- Reach at, below, or above shoulder height with the dominant upper extremity; may require trunk or neck rotation to look back at the class
- Assist in moving children's desks and chairs to change the layout of the classroom to influence the learning situation. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to classrooms. Carrying can be up to 200 feet and varies.