



# St. Boniface Parish School

<b>Job Title:</b>	Academic Learning Specialist	<b>Job Category:</b>	Teaching
<b>Location:</b>	128 N. Buchanan, Edwardsville, IL 62025	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Based on Education/Experience	<b>Position Type:</b>	Full Time
<b>Date posted:</b>		<b>Posting Expires:</b>	
<b>Posting URL:</b>	<a href="http://www.st-boniface.com">www.st-boniface.com</a>		

## Applications Accepted By:

**E-mail (preferred):**  
lkretzer@st-boniface.com

**Subject Line:** Teaching Position  
**Attention:** Laura Kretzer, Principal

**Mail:**  
Laura Kretzer  
St. Boniface  
128 N. Buchanan  
Edwardsville, IL 62025

## Position Summary

Conducts, under the supervision of the school principal, a program of education for students at the elementary level in accordance with the stated philosophy and objectives of St. Boniface Catholic School, the Diocese of Springfield in Illinois, and of Catholic schools in general.

This role will have a significant responsibility in helping children and adolescents develop the academic, behavioral, and social skills to fully grasp curriculum. They will modify teaching methods to target the unique needs of students with mild or moderate disabilities. This position will give added support on homework and exams as well as coordinate individual lessons to overcome learning problems. This person will meet regularly with general education teachers and parents or guardians to assess each pupil's progress.

## Job Description

The role of the K-8 Learning Specialist is to provide intensive academic instruction to students who need interventions, both in their classroom settings and in a smaller resource setting. Additionally, the Learning Specialist coordinates services for a caseload of students with Individual Service Plans at the school site and supports colleagues in including students successfully in diverse settings by providing teacher coaching, modeling and development opportunities as well as co-teaching within classroom settings as appropriate.

An Academic Learning Specialist works collaboratively with classroom teachers and school leadership, to provide supports and interventions for students in need of support. This teacher will have significant

responsibility in helping children and adolescents develop the academic, behavioral, and social skills to fully grasp the curriculum. They modify teaching methods to target the unique needs of students with mild or moderate disabilities. Resource teachers give added support on homework and exams as well as coordinate individual lessons to overcome learning problems. They'll meet regularly with general education teachers and parents or guardians to assess each pupil's progress. each student on his/her caseload.

This teacher will plan, coordinate, and demonstrate; make use of computers, smart boards, and technological/audio-visual aids; encourage the use of self-help activities by the students; counsel students as appropriate; discuss academic and social progress with parents; keep required records; participate in professional activities of the school, in-service programs and educational research; perform extra-curricular duties related to this teaching position and other duties as may be assigned.

This individual should be able to work well with both students and teachers, have a special education background and/or experience, be a strong community builder, and be self-motivated. This position would be responsible for providing interventions to students within the classroom as well as in a pull out program. A bachelor's degree in Special Education is preferred. A valid teacher's certificate should be held. This is a full-time position.

#### **Role and Responsibilities**

- Is knowledgeable of and performs assigned duties which conform to the school's philosophy, objectives and school policy/Teacher Handbook.
- Exhibits loyalty in all working relationships with parents, the pastor, and other contacts.
- Respects the confidentiality of personal and restricted information regarding students, faculty and school.
- Knows and understands fire and safety regulations and encourages the students in safe practices and good health.
- Makes an effort to detect conditions that hinder the growth and development of the child.
- Assumes responsibility for materials used in the classroom as well as the proper appearance and cleanliness of the classroom.
- Supervises (at all times) students assigned to him/her by the principal.

#### ***Education and Qualifications. Requirements***

- Bachelor's Degree in Education (Special Education preferred), with State Certification.
- Possesses a competence in his or her field and maintains this through further education and in-service training.

#### ***Preferred Skills***

The ideal candidate must have a deep appreciation for the unique value and joy a Catholic education provides to the family, and how athletics and activities can promote a positive school culture within the school. Computer literacy is essential. Candidate must be self-motivated, disciplined, and able to accomplish tasks with a flexible schedule. Candidate must be at ease with multiple personality types, and be able to delegate tasks when needed. Organization is a must.

#### ***Additional Notes***

Reports to the Principal of St. Boniface.