

Part-time Maternity Leave Resource Services Substitute

Reports to: Directors of Resource Services and Middle School

Part-time (approx. 18 hours weekly) | Temporary, four-week position (5/4-5/28/21) | Exempt

St. George's Episcopal School is a coeducational, independent school serving approximately 375 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

St. George's Episcopal School is seeking an experienced Academic Resource Support Specialist to work with the Resource Services Department in Middle School for the end of the 2020-2021 school year. The goal of this position is to provide small group, academic Resource support to a caseload of approximately thirteen 6th and 7th grade students by planning skilled intervention services based on the students' Student Education Plans (SEPs). This specialist will be responsible for instruction, documentation and parent communication. Additionally, there is potential for this position to be extended into the 2021-2022 school year through the beginning of October.

Essential Duties and Responsibilities

- Plan and implement activities to target the specific needs of the students during Resource academic intervention sessions.
- Manage time to meet deadlines, to adhere to a daily schedule and to structure Resource sessions to maximize opportunities for student learning.
- Foster student learning by including students in their educational plans.
- Lead students to use their own critical thinking and problem solving skills.
- Guide classroom behavior through respect and a positive approach.
- Collaborate with classroom teachers regularly to support students' educational needs.
- Next school year: additional duties would include completing baseline academic screenings and conducting initial SEP meetings with parents of Resource students.

Qualification Requirements

- Bachelor's degree in special education, reading specialist or communication disorders fields preferred
- Experience working with students who have language-based learning differences

- Proficiency with Google Apps and technology-based educational tools
- Exceptional interpersonal skills and the ability to work well in a team and collaborate
- Outstanding organizational and time management skills
- Exceptional verbal and written communication skills which prove effective in communicating with students, parents and co-workers
- Desire to respond to and initiate the solving of problems through clear and open conversation
- A sense of integrity and ethics and an ability to carry out responsibilities in accordance with the school's policies and procedures

Working Conditions / Physical Demands:

- Must be physically able to operate computers and office equipment
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer
- Occasional lifting up to 50lbs

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to the Director of Resource, Mrs. Sherri Weiser, at Sherri.Weiser@stgnola.org.