



TRINITY SCHOOL

A Place Where Children Learn to Love Learning

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Julie and Trinity Academic Support Program (TASP) Learning Support Instructor Job Description

Job Title: Learning Support Instructor
Department: Student Support

Classification: Full-Time/Part-Time Exempt
Reports to: Julie Program Director

Summary:

Trinity School is a co-educational, independent, Catholic school for students in grades PreK-3 through 8th grade. Located on a 48-acre campus, Trinity is a place where children learn to love learning in an environment that fosters the educational process. One of the school's major strengths is its commitment to a challenging, comprehensive curriculum offered in a personalized manner that invites the best from each student. This curriculum incorporates both family and religious values.

Essential Job Functions:

Works independently within an assigned weekly schedule for supporting identified students with clinically diagnosed learning differences in an established caseload. Works collaboratively with classroom teachers and as a member of the Julie/TASP team. Successfully interacts with students, teachers and other staff to develop strategies to help promote academic growth. Provides support to students on caseload through individual or small-group student sessions as assigned in the weekly schedule. Provides push-in support within the general education classroom as assigned. Supports and/or co-plans with the general educator within the classroom as assigned in order to promote fuller student success and curriculum access both within the classroom as well as for the goals worked in the individual/small-group sessions. Monitors progress and collects data to plan and inform instruction for students. Shares data and analysis with other members of the educational team in support of student learning objectives. Performs other related duties as assigned.

Core Competencies:

Strong oral and written communication skills for effectively and respectfully communicating with faculty and families about students' strengths and weaknesses.

Strong work ethic with attention to detail, flexibility for use in creative teaching methods, promptness in following schedules, and demonstration of professionalism in interactions with students, staff and families.

Required Education and Experience:

Bachelors or Masters Degree in elementary and/or middle school education, special education, reading and / or math specialist or other related field(s).

Preferred Education and Experience May Include:

Orton Gillingham, Visualizing and Verbalizing, Reciprocal Teaching, Paragraphology, Framing Your Thoughts, Phonological Awareness, Mathematical Principles, Standards, and Problem Solving, etc. Working knowledge of the following platforms: MS Office 365, Blackbaud, Video recording platforms (ex. Loom, Screencastify), Raz Plus, Voice to Text, Text to Speech, and Zoom.

Physical Requirements:

Must be able to stand, walk and sit for prolonged periods of time.
Physical stamina and dexterity.

Additional Notes:

Salary or hourly rate commensurate with experience. This position is eligible for full-time benefits. The successful candidate will be required to complete Criminal Justice Information Services background check, and MSDE employment history review.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.