



LEARNING SPECIALIST

POSITION

Saint Thomas Academy seeks a Full-time Learning Specialist for the 2020-21 school year. The qualified candidate will be willing to embrace the mission of Saint Thomas Academy and the philosophy of the Counseling Department.

JOB DESCRIPTION

Saint Thomas Academy employees advance the mission of the Academy by developing the intellectual, spiritual, moral and physical potential of each cadet, and by cultivating the practice of leadership so that each student has the skills and confidence to be a leader.

GENERAL RESPONSIBILITIES

- Support Saint Thomas Academy and the St. Paul/Minneapolis Archdiocese's mission and goals and actively articulate them to the Academy's constituents and the wider community
- Actively participate in Counseling department functions of the Academy
- In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures
- Provide leadership consistent with Catholic teaching; practicing Catholic in good-standing with the Church preferred

REPRESENTATIVE RESPONSIBILITIES

- Prepare purposeful and appropriate Learning Plans
- Identify students' needs and utilize a variety of instructional techniques to meet the individual needs of students
- Communicates students' accommodations with teachers and administrators
- Implements Academic Recovery Plan for ineligible students
- Encourage student enthusiasm for the learning process and the development of good study habits
- Is a Student Advocate
- Maintain frequent and effective communication with parents, teachers, and administrators through parent/teacher conferences, telephone, e-mail, and written communication

- Acts as a liaison between parents and teachers
- Recognize learning problems and make referrals as appropriate
- Use effective oral and written expression
- Assist in the ongoing curriculum revision process
- Utilize technology and current research in instruction
- Develop guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied
- Take necessary and reasonable precautions to protect students, equipment, materials and facilities
- Manage student behavior in the classroom and on all school premises and apply appropriate and effect measures in cases of misbehavior
- Maintain frequent and effective communication with parents, teachers, and administrators through parent/teacher conferences, telephone, e-mail, and written communication
- Acts as a liaison between parents and teachers
- Respect the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal law.

PROFESSIONAL GROWTH:

- Participate in professional growth, in-services, workshops and staff development opportunities to improve knowledge of subject matter, maintain professional licensure and improve best practices
- Cooperate with administration in planning appropriate in-service training programs
- Attend faculty, department and committee meetings as required

JOB QUALIFICATIONS

- Appropriate degree and experience working with middle and/or high school students required
- Advanced degree and appropriate licensure preferred

Further Instructions:

Qualified candidates should send a cover letter, resume and references to:

Deborah Berglund, Human Resources Manager, Saint Thomas Academy, via email

dberglund@cadets.com or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled