St. Mary's Visitation Parish School is a welcoming and dynamic community that provides an award-winning, exemplary education in a faith-filled environment. Founded by the School Sisters of Notre Dame in 1859, St. Mary's Visitation has been educating generations of students of great integrity and well-developed talents. Our faith life is rich in prayer and service to others.

We are seeking a caring individual with a desire to serve students and help them achieve their goals. This person will work 1:1 with a student special needs for roughly 28 hours per week, providing individual academic, functional, behavioral, and transitional support across the school day. This person will work closely with classroom teachers and the Program Director for the ILP to ensure that the student’s individualized program is being followed, progress toward ILP goals are being met, and students are receiving access to both individualized instruction and the general education curriculum.

**Essential Functions:**

- Establish a positive and supportive relationship with the student, encouraging and supporting independent functioning rather than dependency
- Adapt classroom activities, assignments and/or materials for the purpose of supporting and reinforcing classroom objectives
- Provide instruction to students to present or reinforce learning concepts or skills (e.g. math, science, reading, daily living skills required for independent maintenance and self-sufficiency, writing, verbal skills, etc.) for the purpose of implementing IEP goals; assisting in adapting to mainstream classroom/s; and ensuring students success
- Reinforce and support skills taught by the speech language pathologist, occupational therapist, and any other related service providers
- Assist students with independent use of assistive technology including but not limited to recording devices, computers, communication devices, iPads, etc.
- Review daily and long term assignments for the purpose of keeping student aware of assignments/give a preview of what is ahead
- Monitor student's daily schedule and remain with student at all assigned times for the purpose of maintaining a safe and positive learning environment
- Carry out prescribed test modifications (e.g. reading questions, alternate locations, etc.) for the purpose of making all assignments as successful as possible
- Document student's daily activities (e.g. completed assignments, on/off task times, etc.)
- Collect student data related to academic and/or behavioral progress as needed
- Model conversation, listening, and self-management/daily functioning skills
- Assist with the supervision of the student during in-school transitions, emergency drills, assemblies, play periods, lunchtime/recess, and trips to the office, nurse, Media Center or field trip
- Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information related to job functions
- Meet regularly with teachers and the ILP to provide progress reports and receive additional training and support
• Communicate with teacher/s, family/ies and related service providers (e.g. Speech Language Pathologist, nurses, therapists, etc.)
• Report observations and incidents relating to specific student (e.g. accidents, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel
• Maintain a high level of ethical behavior and confidentiality of information

Experience and Skills: Candidates must have:
• A high school diploma; some college in a related field is preferred, as is knowledge of the characteristics of students with disabilities.
• Mastery of basic English grammar, spelling, and mathematics. Familiarity with Orton-Gillingham Reading Intervention is preferred.
• Experience working with students/children.
• Ability to follow written and oral instructions and direction;
• Effective written and oral communication skills; ability to complete and maintain basic written reports.
• Catholic faith is highly preferred.

Salary commensurate with experience. Interested candidates should apply online: http://www.archmil.org/Jobs.htm.