

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:
Our Lady of Grace School

POSITION:
Educational Achievement Specialist

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: The Educational Achievement Specialist assesses and develops appropriate individual or small group educational programs to benefit various students throughout all grade levels, while respecting Catholic values and aiding students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The EAS is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Our Lady of Grace School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The Educational Achievement Specialist establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with principal and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Plans instruction carefully and implements content effectively
- Organizes and prepares resources for students
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, students, and outside agencies
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for Our Lady of Grace School.

Meeting Responsibilities:

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

Other Responsibilities as designated by the principal:

Frequently meet with middle school team discussing best practices and strategies to meet the needs of each student. Attend SST and IEP meetings as scheduled. Communicate goals and progress of completion with parents, students, and teachers.

Task Specific Competencies:

- Knowledge of diagnostic and remediation techniques for students with reading, mathematics, and written language delays
- Knowledge of behavior interventions and behavior plans to assist students with social skills, work completion, and appropriate school conduct
- Knowledge of consultation and to assist classroom teachers, school administrator, and parent collaboration skills
- Knowledge of administration of the Student Support Team
- Knowledge of analysis of assessment data
- Knowledge of differentiated instruction for high achieving and low achieving students
- Knowledge of the benefits and utilization of the diocesan assessment programs
- Knowledge of the IEP/ISP/504 referral process and implementation
- Knowledge of specific learning challenges and researched interventions

MINIMUM QUALIFICATIONS:

Education:

Bachelor’s degree with teaching credentials, or
Bachelor’s degree with seven years as a full-time teacher in the Diocese of Sacramento, or
Master’s degree with five years as a full-time teacher in the Diocese of Sacramento.

Experience: General Education teaching credential or a Resource Specialist credential preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Our Lady of Grace’s mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Our Lady of Grace School.
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency and ability to use Google software and applications
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE