



Our Lady of Mercy School seeks a part-time academic support coordinator to serve three days per week beginning August 15, 2021. The ideal candidate will incorporate his or her pedagogical expertise, commitment to Catholic education, and willingness to work as part of a larger team into the service of our school's mission: that our students strive to be saints and scholars. The position is hired by the principal in conjunction with the pastor and reports to the principal.

Responsibilities

- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Encouraging all of our students- especially those with the greatest academic needs- toward sanctity and scholarship, through kind, firm, and joyful leadership, high academic expectations, and instructional excellence
- Working effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Communicating regularly with families regarding student progress
- Chairing the Response to Intervention (RTI) Team
- Developing and monitoring Individual Support Plans including the implementation of classroom interventions and maintaining of student data based on assessments
- Supporting students in a collaborative teaching model
- Serving as the school representative to public LEA's in developing Individual Education Plans or 504 Plans for our students
- Seeking constant professional growth, including through those professional development opportunities offered by Our Lady of Mercy School or the Diocese of Providence, and through weekly staff meetings
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Maintaining current and accurate records according to school policy
- Performing other responsibilities as designated by the principal or pastor of the school

Requirements

- Bachelor's degree required
- Citizenship, residency, or work visa required
- At least two years of experience in special education required

To Apply

Please email the following to Mr. Patrick McNabb, Principal, at pmcnabb@olmschool.org:

- Current Resume
- Letter of Interest
- Copy of Degree(s) and Certification(s)
- Three Current Letters of Reference

Striving to be Saints and Scholars