



Nativity School of Worcester

Student Support Coordinator

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Student Support Coordinator Overview:

Reporting to the Principal, the Student Support Coordinator serves as the primary person for the planning and provision of additional academic and executive functioning support to students in need. The Student Support Coordinator works with teachers to develop and implement support plans, and is an essential point of contact with families. In addition, the Student Support Coordinator will provide direct instruction to individual and/or small groups of students as needed. The Student Support Coordinator will manage partnerships with Worcester Public Schools and Worcester State University for the provision of special education referrals and evaluations and the provision of speech and language services for students identified as requiring additional support. The Student Support Coordinator strives to work with all teachers to create an environment where students can achieve to their highest potential, as measured by data-driven academic and social gains.

Primary Responsibilities:

Reporting to the Principal, your responsibilities will consist of the following:

- Developing and updating Student Support Plans:
 - Leading meetings with teams of teachers to identify students in need of academic and/or behavioral support.
 - Incorporating data from report cards, behavioral records, and standardized testing in the development of Student Support Plans
 - Writing and distributing Student Support Plans according to a standardized format to address specific academic and/or behavioral needs.
 - Developing a schedule for regular check-ins with students and teachers to evaluate the progress of Student Support Plans.
 - Meeting with families during regularly scheduled conferences to discuss student progress.
 - Where necessary, coordinating with Worcester Public Schools on the coordination of testing and updating of IEP or 504 plans.
 - Where necessary, coordinating with Worcester State on the provision of speech and language support for students in need
- Providing direct instruction to students identified as requiring additional support:
 - Developing a schedule for working with students on Student Support Plans (either individually or in groups) both inside and outside of the classroom in targeted academic areas.
 - Working with teachers to identify modifications as needed to classwork, homework, and other assessments, as well as working with students to address these



modifications.

- Providing professional development and informing teachers of best practices to engage with and support students with additional academic, behavioral, executive functioning and social-emotional needs.
- Coordinating regular reading assessments for students in order to gauge progress.
 - Utilizing reading assessments such as the Qualitative Reading Inventory or Developmental Reading Assessment to assess students' reading levels and make recommendations to ELA teachers or provide interventions to support students' acquisition of literacy skills.
- Working with the school counselor to coordinate efforts to work with students in need of additional support.
- Serving as an advocate for students and families.
- Serving on the school's Admissions Committee.
 - Performing interviews, attending Open Houses and taking part in admissions decisions.
 - Reviews students' records, with an emphasis on students with IEPs or 504 plans to inform admissions decisions and provide insight on whether student support needs can be met by the Nativity School of Worcester.
 - Observing students during shadow days, as necessary
- Assisting in regular staffing responsibilities as outlined in the Nativity Faculty Handbook and Nativity Employee Manual.

Reporting to the President, your responsibilities will consist of the following:

- Fulfillment of staffing responsibilities as outlined in the Nativity Personnel Manual.

You will also be expected to:

- Participate in the Summer of Service (July 5-22), along with all associated orientation days and faculty meetings
- Follow the annual Academic Calendar (to be forwarded to employees in August), with participation in staff orientation prior to the start of the school year.
- Assist in regular staffing responsibilities as outlined in the Nativity Faculty Handbook:
 - Such tasks include participating in one "late" day (i.e. end of academic day through end of after-school day) per week by proctoring academic support and/or reflect and repair sessions.
 - Attending and actively participating in weekly staff meetings.
- Fulfill responsibilities as memorialized in the Nativity Employee Handbook.

Qualifications:

- At least two years of classroom experience, preferably in middle school.
- Massachusetts Department of Elementary and Secondary Education Certification in special education preferred.
- Experience with developing academic and behavioral support plans (e.g. IEPs and/or 504



plans), preferably on the middle school level.

- Experience participating in or leading IEP meetings, conducting achievement testing, informal reading inventories and utilizing norm-referenced assessments to inform student support plans and processes.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity School of Worcester.
- Proficiency with the Spanish language preferred but not required.
- Citizenship, residency or work VISA in the United States required.

Salary \$50,000-\$70,000 commensurate with experience.

TO APPLY

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under- represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit a letter of introduction and résumé to:

Emily Kent, Principal, Nativity School of Worcester, 67 Lincoln Street, Worcester, MA 01605 or at careers@nativityworchester.org.

To learn more about Nativity School of Worcester visit www.nativityworchester.org