



Student Support Coordinator

Marist in partnership with FACTS Management Company is seeking a qualified and dynamic educator to support our students in reaching their full intellectual potential.

POSITIONS AVAILABLE: **This is a grant funded position (Temporary) for the 2022-2023 school year**
Full-Time with Benefits
40 hours per week, 7:30 a.m. - 4 pm, Monday through Friday

STUDENT SUPPORT PROGRAM PURPOSE:

The Marist Student Support Services Program is designed to assist struggling students and students with learning differences so they can succeed within the typical classroom setting. The primary function of the Student Support Coordinator is to support the success of each Marist Catholic High School student within the typical classroom by working collaboratively with teachers, students, and parents.

MAJOR RESPONSIBILITIES:

- Communicate student successes and challenges with parents and guardians on a regular and ongoing basis.
- Case management of students with Student Support Plans
- Create, update, and communicate Student Support Plans
- Facilitate meetings with students, parents, counselors and teaching staff.
- Conduct bi-weekly grade checks for eligibility and intervention purposes
- Coordinate with the Assistant Principal of Teaching and Learning to develop Professional Development opportunities for classroom teachers to facilitate and support full inclusion and differentiated instruction within the typical classroom.
- Coordinate with the Assistant Principal of Student Life and Culture in implementing Social and Emotional Learning best practices
- Coordinate and manage after school structured academic support.
- Coordinate student accommodations and accommodated testing.
- Support the Admissions Office including evaluation of applicants for Support Services.
- Learn and utilize school-wide learning and management systems including PowerSchool, Schoology, and Naviance
- Collaborate with colleagues for the purpose of improving student achievement.
- Maintain professional growth and competence through participation in all professional development opportunities provided by the school and seek out new opportunities outside of the school that supports professional growth and advancement of 21st-century educational practices.
- Attend all faculty, parent, and other teaching related meetings as assigned by the Principal.
- Assist with the supervision of student activities, assemblies, liturgies, and other student events as assigned.
- Supervise students outside of normal school hours as required
- Other duties as assigned by administration

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 3-5 years of experience
- Strong oral and written communication skills
- Professional client service skills; ability to work effectively with staff, students and parents.

QUALIFICATIONS:

- Special Education training and licensure
- Maintain licensure and certifications through the State and other certified agencies.
- Maintain first aid and CPR training.
- Maintain all required safety and Child Protection training: ALICE, CASE, others as assigned by the Archdiocese.
- Maintain Blood Borne Pathogen training (Fine Arts Department, Science Department, PE/Wellness Department).
- Document Proof of COVID-19 Vaccination

DUE DATE FOR APPLICATION: Until Filled

APPLICATION PROCEDURE

CANDIDATE:

1. Please send a letter of interest to Sherril Acton, sacton@maristh.org
2. Complete the [Non-Teaching \(Classified \) Staff Application](#)

Marist Catholic High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, military or veteran status, disability unrelated to job performance, or political affiliation. Marist Catholic High School hires without regard to religion when Catholic faith is not a job requirement and welcomes people of all faiths.

Marist Catholic High School | 1900 Kingsley Road | Eugene, OR 97401 | 541-686-2234