



NATIVITY PREPARATORY SCHOOL

Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Founded in 1990, Nativity is staffed by experienced teachers and dedicated volunteers. Working closely with families, the school prepares students for success in high school and college. Nativity's academically challenging, and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others. For more information about the school, please visit www.nativityboston.org.

Position: Student Support Coordinator

Job Description:

Reporting to the Principal, the Student Support Coordinator serves as the primary person for the planning and provision of additional academic and behavioral support to students in need. In addition to providing direct instruction to individual and/or small groups of students, the Student Support Coordinator works with teachers to develop and implement support plans and is an essential point of contact with families. 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 demonstrable academic and social gains.

Responsibilities:

- Provide direct instruction to students identified as requiring additional support:
 - Develop a schedule for working with students who are on Nativity Prep General Academic Support Plans (either individually or in groups) both inside and outside of the classroom in targeted academic areas.
 - Work with teachers to identify modifications as needed to class work, homework, and other assessments, as well as working with students to address these modifications.
- Develop and update Nativity Prep General Academic Support Plans:
 - Meeting regularly with grade-level 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 support plans
 - Write and distribute support plans to address specific academic and/or behavioral needs.
 - Develop a schedule for regular check-ins with students and teachers to evaluate the progress of support plans.
 - Meet with families during regularly scheduled conferences to discuss student progress.
 - Where necessary, coordinate with local public schools on the coordination of testing and updating of IEP or 504 plans.

- Coordinate regular reading assessments for students in order to gauge progress.
- Facilitate meetings of the Student Support Team (SST) which coordinates efforts to work with students in need of additional support. This includes documenting and tracking information for students and teachers.
- Serve as an advocate for students and families.
- Serve as a member of the school's Admissions Committee.
- Staff Academic Support during the afternoon activities time block.
- Work with the Title 1 program to obtain services and personnel to assist with student support.
- Assist in regular staffing responsibilities as outlined in the Nativity Prep Employee Policies Handbook.

This is a part-time (0.75) academic year position which includes staff orientation prior to the start of the school year, professional meetings after the close of the school year and participation in the Nativity Prep Summer Program which normally runs for two weeks in July.

Qualifications:

- At least ten years of classroom experience, preferably in middle school.
- Minimum of a master's degree in education or special education.
- Massachusetts Department of Elementary and Secondary Education Certification in special education preferred.
- Experience with developing academic and behavioral support plans (e.g., I.E.P.'s and/or 504's), preferably on the middle school level.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity Prep

Compensation

- Salary is commensurate with experience and degree, up to mid \$50K range.