



**NATIVITY**  
PREPARATORY SCHOOL

## **Student Services Coordinator**

Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving 75 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](http://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 their highest potential.

This is a full time, 10-month academic year position which includes staff orientation one week prior to the start of the school year.

### **Responsibilities**

- Provide direct instruction to students identified as requiring additional support.
- Meet regularly with grade-level teams of teachers to identify students in need of academic and/or behavioral support.
- Coach/mentor other professionals who work with children requiring additional support.
- Incorporate data from report cards, behavioral records, and testing in the development, writing, and distribution of support plans.
- Meet with families during regularly scheduled conferences to discuss student progress.



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- Where necessary, coordinate with local public schools on the coordination of testing and updating of IEP or 504 plans.
- Facilitate meetings of the Student Support Team (SST) which coordinates efforts to work with students in need of additional support.
- 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.

### **Qualifications:**

- At least five 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.