



## **NATIVITY** **PREPARATORY SCHOOL**

### **Our Mission**

Nativity Preparatory School is a tuition-free, Jesuit middle school in Boston, Massachusetts, offering a high-quality, comprehensive education to boys from under-resourced communities. Within an academically challenging and highly structured environment, students are accompanied as they develop a love for learning and sense of responsibility to their community. Our students grow to become men for others, READY to thrive in high school, college, and beyond.

**Position:** Student Support Coordinator

### **Job Description**

Reporting to the Principal, the Student Support Coordinator serves as the primary person responsible for coordinating and providing additional academic support to students in need. This role includes direct work with students as well as close collaboration with teachers and families to ensure that all students are able to access the curriculum and make strong academic progress.

The Student Support Coordinator provides small group and individual academic support, helps develop and implement Academic Support Plans, works with teachers to differentiate instruction and assessments, and helps monitor student progress over time. This person serves as a key bridge between students, teachers, and families and plays an important role in ensuring that every student receives the support they need to be successful at Nativity Prep.

This is a dynamic role that requires flexibility, proactiveness, and a willingness to respond to student needs as they arise across grade levels and subject areas.

### **Responsibilities**

- Direct Student Academic Support
  - Provide small group and one-on-one academic support to students in areas such as reading, writing, math, organization, and study skills.
  - Support students during Academic Support and afternoon study periods through reteaching, skill-building, and academic coaching.
  - Help students build executive functioning skills, including organization, planning, time management, and study strategies.
  - Monitor student progress and adjust support strategies as needed.
- Teacher Support and Instructional Collaboration
  - Work with teachers to identify and implement appropriate academic supports and instructional strategies for struggling students.
  - Support teachers in differentiating assignments, assessments, and instructional strategies to meet the needs of diverse learners.

- o Serve as a resource to teachers on strategies to support students with different learning styles and academic needs.
- o When appropriate, work with small groups within classrooms or support classroom instruction.
- School-Wide and Proactive Support
  - o Proactively identify students who may need additional academic support and help develop plans before challenges become larger issues.
  - o Help develop and improve school-wide systems for academic support, progress monitoring, and student success.
  - o Help plan and support tutoring, academic interventions, and support structures during the school day and after school.
  - o Take initiative and respond to student needs as they arise throughout the school year.
- Additional Responsibilities
  - o Serve as an advocate for students and families.
  - o Serve as a member of the school's Admissions Committee.
  - o Staff and manage tutors during Academic Support during the afternoon activities time block.
  - o Work with the Title I program to obtain services and personnel to assist with student support.
  - o Assist in regular staffing responsibilities as outlined in the Nativity Prep Employee Policies Handbook.

This position which includes staff orientation before 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 three to five years of classroom experience, preferably in middle school.
- Master's degree in education, special education, or a related field preferred.
- Massachusetts Department of Elementary and Secondary Education certification in special education or elementary education preferred.
- Experience supporting students with different learning needs and developing academic support plans (e.g., Academic Support Plans, IEPs, or 504 plans) preferred.
- Experience working with small groups of students and supporting differentiated instruction.
- Strong organizational skills and ability to track student progress and manage multiple support plans.
- Strong communication and collaboration skills with teachers and families.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity Prep.

**Compensation:** Salary is commensurate with experience and degree.

**How to Apply:** Please submit your resume and cover letter to Luc Benjamin, Director of Admissions & Recruitment, at [lbenjamin@nativityboston.org](mailto:lbenjamin@nativityboston.org). Applications will be reviewed as they are received.