



**STUDENT SUPPORT FACILITATOR**  
**2019-20**

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:**

Associate Head of School

**JOB SUMMARY:**

- The Student Support Facilitator will assist classroom teachers and instructional facilitators with enrichment and remedial programming to meet the individual needs of all students at St. Thomas

**GENERAL RESPONSIBILITIES:**

- Support the strategic plan envisioned by the school with respect to pedagogy and curriculum
- Promote the development of social and emotional learning competencies of students through the Responsive Classroom Methodology
- Identify and facilitate students in need of extra academic support, enrichment, or challenge
- Under the direction of the Associate Head of School and in conjunction with the Director of Counseling, review student support forms to determine appropriate action
- Facilitate the grouping of students in need of extra academic support, enrichment, or challenge
- Teach small group and/or one-on-one lessons in targeted areas as needed, both in and out of classrooms to Tier 2 and Tier 3 students
- Conduct observations in classrooms and make recommendations for individual students
- In conjunction with team leaders and the curriculum coordinator, review previous and current standardized testing of all St Thomas students
- Attend grade level team meetings on a monthly basis and make recommendations to address student needs and differentiation strategies
- Conference with parents as needed and directed
- Administer appropriate standardized testing to Grades K-5 students
- Screen preschool students as needed
- Conduct pragmatic groups as needed
- Attend staff meetings and workshops
- Supervise after school academic/homework support program for students

**JOB QUALIFICATIONS:**

- Expertise in developing and teaching reading, math, and social studies skills
- Mastery of and enthusiasm for subject matter
- Strong instructional and classroom management skills
- Ability to work cooperatively with a team of teachers
- Excellent technology skills and the ability to incorporate technology into curriculum
- High level of personal organization and planning
- Team player: maturity, humility, strong work ethic, follow-through, sense of humor, willingness to respond positively to feedback and a “roll-up-my-sleeves” attitude

**DEGREE:**

- Bachelor of Arts in Elementary Education, Masters preferred
- Valid Florida Certification with ESE/Gifted endorsements

**PHYSICAL & WORKING CONDITIONS:**

- Regularly required to sit, stand, walk, stoop, squat, talk, hear, operate a computer, and use hand-held learning devices and other school equipment throughout the day
- Must be sighted and capable of hearing or use prosthetics that will enable these senses to function adequately so the requirements of the position can be fully met
- Must be able to:
  - Reach and push with hands and arms
  - Climb up and down stairs
  - Work in a fast-paced environment dealing with a wide variety of diverse challenges, deadlines, and array of contacts
  - Be able to lift 20 pounds and occasionally lift up to 50 pounds
  - Work outside on the playground in varied weather conditions, including extreme heat
  - Stand and move around for prolonged periods of time
  - Repeatedly bend, kneel and sit on the floor

The above describes the general nature and level of work. It is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.

**HOURS:**

7:45 a.m. – 3:45 p.m. Monday- Friday, Regular School Hours  
3:00 p.m. – 3:45 p.m. Homework Club

May include but is not limited to, any additional hours needed to successfully execute the tasks necessary to be a well-prepared, professional, and dedicated teacher.

Attendance at faculty meetings is required, when possible.

**My signature below certifies that I have read and understand my duties as listed in this document.**

**Signature:** x \_\_\_\_\_ **Date:** x \_\_\_\_\_