



About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Resource Specialist Program

The Resource Specialist Program at Riordan serves close to 200 students with documented learning differences in a college prep curriculum. The program is divided into three tiers that offer varying levels of support to students. More information about the RSP can be found [here](#).

Resource Specialist Program Director

We are looking for a dynamic individual to lead one of the respected programs for students with diagnosed learning differences in the bay area. The RSP Director oversees all aspects of the Resource Specialist Program and:

- Serves as a grade level Coordinator for 30-40 students on your caseload
 - Teach a grade level POD
 - Plan and hold ISP meetings for all students on your caseload 2-3 times per year
 - Monitor progress of students on caseload
 - Support teachers of the students on your caseload to understand and implement accommodations
 - Work with students before and after school on content support
 - Create and update grade level curriculum
- Work with finance department to manage the RSP fees and create and implement the RSP budget
- Read and evaluate educational assessments in order to create, distribute and update accommodation sheets for all 200 students in the RSP
- Support families in working with the local school district and private evaluators to ensure educational assessments are updated for all students in the program, including coordinating and attending IEP meetings
- Work with the local and boarding admissions department on recruitment, interviewing and admissions of incoming classes and transfer cohorts
- Serve as department head
 - Serve as RSP representative on curriculum council
 - Distribute information from curriculum council to other department members through formal and informal department meetings
 - Evaluate and support RSP staff members (aids and coordinators)

- Serve as SSD coordinator and manage all accommodated standardized testing
 - Apply for standardized testing accommodations for SAT, ACT and AP tests for all RSP students who take those assessments
 - Serve as SSD coordinator - coordinating proctors, test dates, ordering of testing materials and returning completed tests for all accommodated standardized tests
- Provide instructional support for RSP and general education faculty and staff through professional development for faculty and staff, supporting new teacher onboarding, general educator collaboration and more
- Run the RSP summer program, a 2-week program for all incoming 9th graders in the RSP
- Work with the Deans of Discipline and Counseling department to support RSP behavior support plans and social emotional learning
- Work with the dean of academics on scheduling, student placement and other academic concerns regarding RSP students

Qualifications

- Bachelor's degree - experience in the field of Special Education
- Preferably credentialed or Masters in Special Education
- Desire to work with adolescents who have mild/moderate learning challenges
- Clear communication skills both written and verbal
- Creative problem solver
- Teaching experience - preferred
- Knowledge of accommodations/modifications as it pertains to Special Education
- Experience managing teams is preferred
- Detail oriented & self-motivated

Time and Compensation

Approximately: \$90,000, depending on experience. This is a full-time position, with approximate of hours of 7:45 am - 4:00 pm.

This is an 11-month contract and you would be asked to work 6-7 weekends throughout the year to oversee various accommodated standardized test administrations.

To apply, please email your Cover Letter and Resume to:

Stacy Goyhenetche, Director of HR

sgoyhenetche@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)