

### **Student Support Technician**

Reports to: Director of Early Childhood and Early Childhood School Counselor

Full Time | Non-Exempt | 20 hours per week

Monday through Friday: 8 a.m. - 12 p.m.

*St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

### **Position Summary**

The Student Support Technician will provide one-on-one support to an assigned student. The Student Support Technician's focus is to provide assistance in the specific area(s) of need for that student. The types of support he/she will provide may be of a social, emotional, behavioral and/or academic nature. Grade level team members, the Early Childhood Director and the Early Childhood School Counselor will work with the Student Support Technician to develop goals and track progress for the student at specific intervals throughout the school year. The Student Support Technician will be responsible for communicating progress with the team and the student's parents on a regular basis determined by the team.

### **Essential Duties and Responsibilities**

- Develops an intervention strategy to help the student cope with academic, social, emotional and/or behavioral issues.
- Guides and encourages the student with tasks one on one that have been assigned by his/her class teacher.
- Organizes and prepares teaching resources, materials and documentation under the guidance of the classroom teacher.
- Ensures the student is able to access the curriculum by developing strategies one on one to help the student engage in the classroom.
- Reports in conjunction with the classroom teacher, Early Childhood Counselor, Division Director and the student's family a record of the student's progress as necessary.
- Helps to create a clear scope of learning ability for the student by removing barriers to learning.
- Commits to attending meetings related to the student or meetings that are relevant to supporting the child in both the classroom and school activities.

- Coordinates a plan to care for the social needs of the student as appropriate to their age.
- Encourages and motivates the student to maintain a positive attitude, demonstrating good behavior progress.
- Provides a high level of safety and care to the student during lunch and recess breaks.
- Prepares materials and resources for only the student's use.
- Promotes a positive interaction and development of mutual respect between the family and the school.
- Understands the importance of privacy and upholds the confidential nature of the work being undertaken and any knowledge of the student's personal and educational circumstances.
- Completes other tasks as assigned by the Early Childhood Director and the Early Childhood School Counselor.

### **Qualification Requirements**

- High School Diploma or equivalent required.
- Willingness to work with children and their families on a team of educators.
- Ability to work well in a team and collaborate.
- Outstanding organizational and time management skills.
- Exceptional oral and written communication skills which prove effective in communicating with students, parents, faculty and administration.
- A desire to problem solve through clear and open conversation.
- Exceptional interpersonal skills.
- An understanding of the classroom context.
- An understanding of behavior management techniques.
- An understanding of current curriculum requirements.
- A knowledge and understanding of a variety of special educational needs.

### **Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Frequent bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent sitting, often on the floor.
- Frequent lifting up to 40lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Mr. Jé Gales, Director of Human Resources, at [je.gales@stgnola.org](mailto:je.gales@stgnola.org), and Mrs. Hayley Harang, Director of Early Childhood, at [hayley.harang@stgnola.org](mailto:hayley.harang@stgnola.org).**