



Job Description: Achievement Center Support Staff
Full-time position
(approximately 32.5 hours per week for 175 student days, 5 PD's)
hours: 8:00am - 3:00pm

Nature of the Position

The school will offer an Achievement Center staffed by faculty and a full-time Achievement Center support staff member. The Achievement Center will provide students with practice of executive functioning skills (time management, organizational planning, etc.), as well as support with literacy and numeracy skills necessary for secondary school engagement in academic responsibilities.

Accountability

The Achievement Center Support Staff member takes daily guidance and task direction from the Upper School Intervention Coordinators but reports to the Associate Head of School in fulfilling all duties.

Job Requirements

1. Ability to operate as a team member
2. Ability to supervise students
3. Ability to interact and support adolescents in a professional manner
4. Strong written and verbal communication skills
5. Ability to maintain confidentiality

Performance Responsibilities

Tasks for this position include but are not limited to:

- Providing student supervision in an academic setting.
- Helping students complete work brought to the achievement center.
- Managing student behavior by fostering an appropriate learning environment.
- Providing a morning and afternoon student check-in (intervention strategy).
- Maintaining necessary documentation for supervisory needs.
- Upholding the policies and procedures of the school.
- Performs other specific job-related duties as directed by the Headmaster or Associate Head of School.

Qualifications

- Previous experience working with adolescents in an educational setting preferred
- A background in differentiated instruction and executive functioning preferred
- Current Criminal History Records Check (CHRC) certificate required (per Maine law)

Required Application Process

All those interested in applying must submit:

School application form for Non-Instructional Staff

Available for download at www.thorntonacademy.org/careers

Letter of interest

Transcript of any college coursework

Documentation of current CHRC certification

List of three professional references including contact information

For submission:

All materials should be submitted electronically to [Lisa Estabrook](#). Please note "Application: Achievement Center Support Staff" in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

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