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## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title: Learning Services Teacher**

**Job Start Date: August 4th, 2025**

**Application Closing Date: until filled**

**FLSA Status: Exempt, Full-Time**

### SUMMARY OF THE POSITION:

This position serves students with academic challenges in the Academic Support and/or Academic Coaching programs. It focuses on increasing academic performance and skill development, while encouraging academic independence.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teaches in Learning Services Program (5/6 periods + 1 prep).
- Implements the program's curriculum and tracks student progress. Provides assigned students with study skills instruction and fosters their academic independence.
- Implements instructional strategies as specified in students' learning plans and tracks student progress. Confers with students on their progress.
- Creates a supportive environment in assigned sections.
- Works collaboratively with department members and the Director to meet student needs.
- Manages students in the Learning Services Program along with engaging the JHS tutors to respond to learning needs.
- Collaborates and communicates with classroom teachers to support students' learning and meeting class expectations.
- Collaborates with the Academic Success Specialist to create written learning plans with appropriate interventions that will optimize students' success for all students in support programs.
- Provides effective communication and partnership with parents and students regarding academic progress and remediation.
- Responds to the responsibilities as delegated by the Director of Learning Services.
- Keeps updated on the content and learning objectives of the courses where students in Academic Support and/or Academic Coaching are enrolled.
- Advocates on behalf of students with learning difficulties within the school.
- Teaches in/assists with the summer school program.
- Stays up to date with current best practices for supporting struggling students.
- Identifies an area of specialty or education in secondary curriculum needed to support students with learning disabilities

- Supports students in learning different subject areas.

**QUALIFICATIONS:**

- A bachelor's degree in education or equivalent with coursework or background in Special Education or Reading, Literacy, Learning Disabilities, and/or Mathematics.
- Interest in Catholic/Jesuit education.
- Experience working with diverse student populations.
- Strong communication skills and the ability to deal tactfully with people of varied cultural and educational backgrounds.
- Ability to meet deadlines and maintain accurate records.
- Potential interest in serving as future department leader.

**SUPERVISION RECEIVED:**

This position is supervised by the Assistant Principal for Academics and Principal.

**TERMS OF EMPLOYMENT:**

This is a 10-month faculty position.

**WORKING ENVIRONMENT:**

This position requires frequent contact with employees and students. It may require prolonged periods of standing, sitting and driving along with light lifting and bending.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**How to apply:** If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at [christensen@muhs.edu](mailto:christensen@muhs.edu).