



ARCHBISHOP RIORDAN HIGH SCHOOL

175 FRIDA KAHLO WAY, SAN FRANCISCO, CA 94112

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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 approximately 160 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](#).

Position: Teacher Assistant (Math/Science specialization)

The RSP has an opening for a Teacher Assistant (Math/Science specialization) who is passionate about helping students with learning differences at a college prep high school.

We are seeking a candidate that can effectively communicate with students and teachers, enjoys working in a collaborative and inclusive environment and believes that all students can be successful despite having a learning difference.

Responsibilities include:

- Work closely with and collaborate with the lead teacher for Algebra and RSP Tutorial classes.
- Support lead teacher during instructional time by reinforcing information, closely monitoring students, and redirecting, when necessary
- Understand and be familiar with topics in Algebra 1, Geometry, and Algebra 2, as well as high school level reading/writing skills
- Consistently engage with students, individually or as part of a small group, to reinforce math skills
- Administer accommodations during RSP Tutorial or testing periods
- Monitor individual student progress and take initiative to support students accordingly
- Work with students during Academic Resource Centers on reteaching skills and completing assignments
- Substitution for RSP Coordinator, as needed (classroom management, content knowledge, providing consistent classroom environment standards)
- Attend faculty, department and professional development meetings as scheduled
- Be a mentor and positive role model to students on a daily basis and use a Warm Demander Stance with students

The position will begin in August 2025.

Qualifications

- Bachelor's Degree in education-related field
- Passed the CBEST Exam
- Experience working with students and/or interest in becoming a teacher
- Classroom or tutoring experience with students that have language-based learning differences and ADHD is required
- Experience, knowledge of and comfort with high school mathematics (including Pre-Algebra, Algebra 1, Algebra 2 and Geometry) is **required** and science (Biology, Chemistry, Earth and Space Science, Physics) is **preferred**
- Proven success in the above subjects will be required in the way of a math proficiency exam

Time and Compensation

30-35 hours per week during regular school hours (8:00-3:10)

This is a non-exempt position: \$35/hour

To apply, please email your cover letter and resume to:

Ms. Stephanie Lundin, Director of RSP

slundin@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)