LAGUNA BLANCA

# ACADEMIC SERVICES ASSISTANT, GRADES 5-12

| Job Title | ACADEMIC SERVICES ASSISTANT, GRADES 5-12 |
|---|---|
| Reports to: | Director of Academic Services, Head of Middle School and Head of Upper School |
| Location: | Hope Ranch Campus, Santa Barbara, CA |
| Salary Range: | $56,000-$117,000 |
| FLSA Classification: | Faculty Exempt |

Laguna Blanca School is a college preparatory, coeducational day school located on two campuses in Santa Barbara, California. Grades EK-4 are located on a quaint campus in Montecito, while Grades 5-12 are located on Laguna's historic campus in idyllic Hope Ranch. Laguna Blanca emphasizes its core values of scholarship, character, balance, and community in its programs.

**Job Summary**

Laguna Blanca School seeks a full-time and student-centered Academic Services Assistant for grades 5–12 who is passionate about supporting learners with diverse academic needs. The ideal candidate is compassionate, organized, and experienced in working with students who may have learning differences or challenges in executive functioning. They are a collaborative team player who communicates effectively with students, families, and colleagues, and is committed to fostering an inclusive, engaging, and supportive learning environment. Technologically proficient and flexible, they are eager to assist in study skills development, tutoring, testing support, and the implementation of individualized student plans. A background in special education or prior classroom experience is highly valued.

**Essential Duties And Responsibilities**

- Reports to the Director of Academic Services, Head of Middle School and Head of Upper School
- Proctors' Academic Services Study Halls
  - Proctors and thoughtfully facilitates Academic Services Study Hall, promoting questioning, collaboration, and resourcefulness in a kind yet firm environment that fosters mutual respect.
  - Strives to understand each student's learning style and empowers their individual strengths.
  - Helps students build self-advocacy by guiding them to understand their learning needs in a clear and developmentally appropriate way.
- Direct Student Support
  - Identifies, gathers, and creates supplemental resources that reinforce core concepts taught in classes.
  - Guides students in developing personalized study tools that support independence, executive function, and academic growth.
  - Provides explicit instruction in:
    - Study habits and work-management strategies
    - Time and task management, including breaking assignments into manageable steps
    - Organizational systems for tracking assignments and preparing for assessments
  - Tutors in subject areas of competence and supports students in accessing appropriate resources, including coordinating with classroom teachers and the AS team for additional referrals and conceptual support.
  - Monitors student progress; thoughtfully communicates when assignments are missing or when opportunities exist to improve performance (test retakes or corrections).

LAGUNA BLANCA

# ACADEMIC SERVICES ASSISTANT, GRADES 5-12

    - Helps students access learning supplies and identifies new tools or ideas that may enhance learning and organizational systems.
- Proctors tests for students receiving Accommodations
    - Understands students' testing accommodations and how they support accurate demonstration of learning while maintaining test integrity.
    - Creates and maintains a supportive testing environment that reduces stress and builds confidence.
    - Observes test-taking behaviors and communicates opportunities to improve student success (encouraging use of a whiteboard, calculator, movement breaks, or reference tools when appropriate and permitted).
- Communications
    - Participates in thoughtful, collaborative communication with teachers, advisors, and students regarding progress, strategies, and concerns.
    - Proactively communicates emerging academic or behavioral difficulties.
    - Maintains required documentation, including individual student files, attendance, notes, and incident reports.
- Student Support Plans (SSP)
    - Helps administer individualized Student Support Plans.
    - Understands the purpose of each accommodation and communicates its intent clearly.
    - Identifies opportunities to refine accommodations to support student learning while upholding Laguna Blanca's academic rigor and integrity.
- Keeps inventory in the study hall room
    - Orders supplies
    - Track supplies borrowed by students
- Additional Responsibilities
    - Participates in weekly Academic Services department meetings, providing clear and accurate updates on student progress, learning needs and overall success..
    - Helps gather and provide class notes.
    - Attends Middle School and Upper School faculty meetings.
    - Serves as a faculty advisor to a small group of students as needed.
    - Assists in monitoring study halls, study periods, and lunchrooms.
    - Supports student activities, clubs, and other school programs as assigned.
    - Performs additional non-teaching duties as assigned by the Head of School or division heads.

**Required Skills & Abilities**

- Experience in working with students who have diagnosed learning deficits or challenges in executive functioning
- Special education background preferred
- Demonstrated commitment to inclusion and belonging in a school setting
- Familiarity with navigating the LMS to review students' assignments, access class notes, and reference shared course resources
- Experience providing frequent, constructive, objective, and prompt feedback to students
- Significant experience with collegial collaboration, a growth mindset, and ongoing PD
- Excellent verbal and written communication skills
- Creative analytical and problem-solving skills
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills with the proven ability to maintain professionalism and tact
- Proficient with Microsoft Office Suite, Google Suite for Education, or related software

LAGUNA BLANCA

# ACADEMIC SERVICES ASSISTANT, GRADES 5-12

**Education And Experience**
Bachelor's degree required; California teaching credential, master's degree and previous teaching experience, particularly in middle and/or high school, is highly preferred. Candidates should be child-centered, technologically proficient, and possess excellent communication skills. A strong desire to take an active role in the classroom is essential. Maintenance of all professional course and in-service requirements is expected.

**Laguna seeks dedicated and mission-driven faculty who:**

- Demonstrate a passion for supporting an engaging, inclusive, and student-centered learning environment.
- Contribute to a warm, collaborative, and professional workplace that upholds the school's values and culture.
- Develops innovative, diverse, and inclusive curriculum and assessments that are vertically and horizontally aligned.
- Differentiates instruction based on needs and learning levels. Sets high academic achievement expectations, while exhibiting knowledge of student cognitive development and various learning styles.
- Demonstrates content knowledge and passion for the subject area(s).
- Fosters active student learning, helping students work both collaboratively and individually to solve complex authentic problems by incorporating strategies such as project based and experiential learning. Provides opportunities for student engagement through "voice and choice."
- Collaborates with colleagues in a process that strives for interdisciplinary connections, enhances existing programs, and meshes with existing courses.
- Provides timely feedback and communicates effectively with students and families about classroom activities and student progress, including during conferences, via report card narratives, and by maintaining an accurate gradebook.
- Identifies and supports students' social, emotional, and behavior learning needs.
- Demonstrates cultural competency in their teaching, teamwork, and leadership ability.
- Is committed to the values and the ongoing work of diversity, equity, and inclusion. Encourages and maintains a culture of mutual respect and equitable practice, both in the classroom and in the school community.
- Participates as an ambassador of the school to build and support relationships with all key constituents. This support includes participating in a range of school functions including but not limited to admission, alumni, and family events.

LAGUNA BLANCA

# ACADEMIC SERVICES ASSISTANT, GRADES 5-12

**Physical Requirements & Work Environment**

- Must be able to traverse school facility and lead students to safety in the event of an emergency
- Occasionally bend, stoop, squat and lift up to 40 lbs as part of job duties
- Willingness to work occasional evenings and weekends for school-related events or projects
- Have a current TB Assessment
- Must provide a clear fingerprint test and background check
- Have CPR and First Aid certifications or have the ability to become certified upon employment

Note: To perform this position successfully, an individual must be able to meet the physical requirements and perform each essential job duty satisfactorily. In compliance with federal and state laws, reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Please direct inquiries to Angela Jevons, ajevons@lagunablanca.org, 805-969-1085.

**Compensation**

Salary range $56,000 - $117,000 depending on experience and credentials. Benefits include medical, dental, vision and retirement.

*Laguna Blanca School does not discriminate on the basis of gender, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran status, or any characteristic that is legally protected under applicable local, state, or federal law. This nondiscrimination policy includes but is not limited to admission, financial aid, educational programs, athletics, and employment.*

**Interested candidates should submit a cover letter and resume to employment@lagunablanca.org, and complete the online application**