



ST. ELIZABETH'S SCHOOL

OVERVIEW

An intentionally inclusive school, St. Elizabeth's seeks candidates who are interested in and committed to equity, inclusion, and justice. People of color and members of other underrepresented groups are strongly encouraged to apply. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

MIDDLE SCHOOL STUDENT SUPPORT TEACHER (50%) / AFTER SCHOOL COORDINATOR (50%)

GRANT FUNDED, 1 YEAR (22-23) WITH POSSIBLE RENEWAL FOR AN ADDITIONAL YEAR (23-24)

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks to hire a **Middle School Student Support Teacher / After School Coordinator** for the 2022–2023 school year.

►Middle School Student Support Teacher Job Summary (50% / 20 hours per week)

The **Middle School Student Support Teacher** assists our Middle School Student Support Team in providing academic and social emotional support to students who benefit from an alternative approach to learning, are experiencing social-emotional struggles and/or who have limited access to resources outside of school that impact learning.

Reports to: Director of Learning Support

Essential Duties and Responsibilities

- Under the guidance of our Middle School Student Support Team, collaborates with students to implement components of student learning and/or social emotional support plans
- Provide in-class support for academic differentiation, access to accommodations, assistive technology, and classroom management
- Partner with the Middle School Student Support Team and the Middle School Teaching Team to adapt assignments with needed accommodations and access to assistive technology
- Support the academic and social/emotional/spiritual development of all students by building a caring and respectful learning environment in which differences are celebrated
- Model integrity, curiosity, responsibility, flexibility, and respect for all persons as well as an appreciation for racial, religious, cultural, and gender diversity by committing to personal and professional growth in equity and justice in education

Additional Duties and Responsibilities

- Partner with the Director of Learning Support, Middle School Learning Specialist and classroom teachers to administer assessments and measure student growth
- Attend weekly meetings with Middle School Student Support Team and Middle School Teaching Team
- Attend training as requested by the Director of Learning Support to effectively provide academic and social emotional supports to students who are not yet meeting grade level expectations
- Supervise at lunch and recess
- Participate in our internal staffing response plan to substitute teach if we experience a shortage of substitute teachers (not frequent, but expected from all available staff/faculty)

►After School Coordinator (50% / 20 hours per week)

Coordinate and provide after-school care and programming from approximately 3:00 pm to 6:00 pm for up to 20 students, ages 5-14. A typical day in the Extended Day Program (EDP) includes time for homework, an after-school snack, play either outside or inside, and free time. EDP Staff are vital members of the school community and serve as role models and leaders. The primary responsibility of EDP Staff is to create a safe, fun, and caring environment in which students can continue their day at school. EDP Staff model the school's core values with colleagues, students, families, and the larger community

Reports to: Director of Extended Day Program

After School Coordinator Job Summary and Essential Responsibilities**Administrative Responsibilities (5 hours per week)**

- Seek out and coordinate after school enrichment opportunities for lower school and middle school students using internal SES faculty and community partners
- Keep sign-in/sign-out sheets accurate
- Keep records of program plans
- Attend annual health and safety training classes
- Record all injuries, incidents, and communications, and report any issues to Director

Direct Student Support (15 hours per week)

- Actively engage and supervise EDP students, from 3:00 p.m. to 6:00 p.m. daily
- Plan and implement appropriate games, activities, and support for students
- Prepare and supervise snacks according to snack procedures
- Keep classroom/play areas clean and orderly
- Clean up and lock Extended Day areas at the end of each day according to closing procedures

Qualification Requirements

- Bachelor's Degree or some college level coursework, preferably in education, child development, etc.
- Passion for working with children
- Preferred: 1-2+ years' experience working in licensed programs
- Excellent communication skills
- Ability to develop and use appropriate behavior management strategies
- Possess excellent organizational and time management skills
- Self-aware
- Committed to the mission and values of St. Elizabeth's School

Pay Range \$40,000-\$48,000

Benefits

Eligible employees are offered benefits, including

Health and Dental Insurance

Administrative Leave

Professional Development

Holidays

Bereavement Leave

Free Aftercare

Sick/Personal Leave

Jury Duty Pay

How to Apply:

To apply, please review our [website](#) and our [Inclusive Language Guide](#). Then share a letter of interest (1 page max) speaking to your connection to our mission and your interest in this position addressed to Adriana Murphy, Head of School, resume, and 3 references. Email the above to: amurphy@sesden.org

Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.