



Saint Edmond's Academy, a Catholic, Independent school, educates hearts and minds of boys in the Holy Cross tradition from JK to eighth grade.

Andre Program Teacher (Afternoons)/Extended Day Manager/ Recess Coordinator

Andre Program Teacher Responsibilities:

- Collaborate with the Andre Team and lead teacher to implement accommodations outlined in each Andre students' individual action plan
- Assist the lead teacher with classroom lessons while monitoring Andre students' level of engagement and understanding of material
- Assist Andre students individually or in small groups
- Assist Andre students in self-managing his organizational skills
- Monitor Andre students' grades and weekly progress
- Communicate regularly with the Andre Team and parents regarding student progress
- Must maintain strict confidentiality
- Experience working with students with a variety of learning differences preferred
- Establish and Maintain professional communication with school staff. Examples include, but are not limited to, participation in staff meetings; timely communication with Directors, Nurse, and Faculty; attendance at professional development meetings that address best practices and support professional growth.

Recess Coordinator Responsibilities:

- Direct and oversee daily school recess
- Exhibit and practice attentiveness to social emotional skill development specific to age groups within grades K-8
- Plan activities that are developmentally appropriate; provide close supervision; and maintain a safe environment for children
- Enforce school rules and behavioral expectations
- Communicate with school administration and teachers regarding recess activities

Extended Day Manager Responsibilities:

- Organizes and leads Extended Day Program
- Train and evaluate staff for Extended Day Program
- Ensure program participants have a safe and positive experience
- Communicates with parents to cultivate goodwill and address concerns
- Communicate with school administrators regularly about the Extended Day Program
- Communicates and cooperates with Finance Office regarding fees for Extended Day Program
- Other duties as assigned

Interested candidates should please send resume and letter of interest to the attention of Bridgid Rubio brubio@stedmondsacademy.org