

RESOURCE TEACHER/CURRICULUM COORDINATOR  
JOB DESCRIPTION

Ecole Notre Dame des Victoires, a Catholic elementary school (Kindergarten- Grade 8) located in downtown San Francisco, seeks a Resource Teacher/Curriculum Coordinator. The position begins August 1, 2018.

Duties include, but are not limited to:

*As Resource Teacher:*

- Works with individual students and/or small groups of students in grades 2-8 with identified learning differences who are supported with a learning plan.
- Works with those students addressing identified areas of need as well as managing their past and future assignments and teaching new skills such as organization and study habits.
- Must be consistent and firm while also highly patient, intuitive and understanding in meeting student needs, handling behaviors, and providing direction that assists students in managing themselves for success.
- Regularly consults with classroom teachers and the vice principal to determine specific areas for support for each student.
- Regularly reports to teachers and the student's parents regarding the student's progress. This includes preparing comments for the Response to Intervention forms that accompany the student's report card.
- Attends all Student Success Team (SST) meetings advocating for students with learning differences.
- May work with students in the primary grades to support those who are having difficulty with reading.
- Assists in providing resources and materials to support staff in accomplishing program goals.
- Consults with the Technology Integration Specialist regarding electronic assistive learning devices and applications.
- Assumes responsibility for professional growth by attending in-services, workshops, and conferences related to exceptional needs and special education.
- Shares information and expertise with other Resource Teachers by attending the San Francisco Archdiocese Resource Meetings held 4 times a year.
- Attends all Middle School and Faculty meetings.

*As Curriculum Coordinator:*

- Coordinates the review, development, and revision of curriculum documents and materials.
- Leads the vertical articulation of the K-8 curriculum.
- Oversees and reviews curriculum mapping throughout the grades.
- Reviews the results and oversees the Star Assessments and provides data in user-friendly formats.
- Compiles regular reports reflecting student performance on the Star Assessments.
- Obtains and uses student achievement data to examine curriculum and instruction program effectiveness for curriculum.

Qualifications for individuals seeking this position:

- A Bachelor of Arts of Science degree
- A current California multiple-subject or single-subject teaching credential
- Five (5) years' experience as a classroom teacher in one or more of the grades Kindergarten through 8<sup>th</sup> grade
- A self-starter who is highly organized
- A person who is flexible and comfortable with not always knowing what content will need to be addressed day to day or what student needs will need to be met
- A good communicator with parents, teachers and students
- A person who enjoys problem solving

Please email cover letter, resume and contact information for references to Mary Ghisolfo, Principal.