**Open Position:** Learning Services Coordinator

**Position Type:** Full Time

**Start Date:** July 15, 2024

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

### Through a holistic education program, NJA strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), NJA transforms students to become men and women for and with others.

**Position Summary:**

The Learning Services Coordinator (LSC) is a liaison between the school’s leadership, outside services, teachers, students, and parents in order to help provide the best education possible. The LSC is responsible for push-in and pull-out support and in planning instruction and/or adaption of the instructional programs using the Response to Intervention (RtI) model to facilitate student learning in accordance with school policies and state guidelines.

**Position Responsibilities:**

The Learning Services Coordinator provides specialized support in reading, mathematics, writing and other subjects as needed, to students in K4-8th, who are struggling academically. He or she also works with the school’s leadership to implement academic intervention programs based on data and creates and implements specific strategies designed to promote intellectual, social, and physical growth in all identified intervention students. The Learning Services Coordinator will support the instructional programs of Nativity Jesuit alongside school leaders and teachers. The Learning Services Coordinator reports to the Assistant Principal.

**Essential Duties and Responsibilities of a Learning Services Coordinator:**

**Student Interventions:**

* Develops Student Support Plans based on IEPs and additional assessment data.
* Implements interventions and services for students with IEPs.
* Supports teachers in monitoring academic data and student progress.
* Monitors the progress of his or her caseload, maintains records, and communicates with parents, teachers, and school’s leadership on a regular basis.
* Co-leads the Student Success Team to help identify the best practices for individual students and groups of students.
* Using data analysis skills, identifies trends and academic needs across the school.
* Works with teachers and leadership team to teach intervention practices in 1-1 coaching meetings or via professional development sessions.
* Prepares reports for parents, teachers and school leadership as needed.
* Supports summer school and Camp Thunderhead academic interventions.

**IEP Process Coordination**

* Utilizes data analysis to identify students with potential disabilities.
* Completes referral paperwork for evaluations through an Individualized Education Plan with the public school district(s).
* Manages the IEP process from initial recommendation to IEP implementation including coordinating public school district assessments and evaluations as well as guiding families through the IEP process.
* Creates an NJA Student Support Plan to address the needs and goals of the IEP.

**Special Needs Scholarship Program Coordination and Family Liaison**

* Manages the Special Needs Scholarship Program (SNSP), along with the SNSP Administrator
* Identifies programming and accommodations that are necessary and ensures compliance

**Outside Services**

* Maintains accurate records for students who qualify for Individual Services Plans through Milwaukee Public Schools (MPS) and manages MPS service providers including scheduling of services, attendance of Individualized Service Plan meetings, and family communication.
* Coordinates outside services scheduling and serves as a liaison for providers.
* Other duties may be assigned as needed.

**Required Knowledge, Skills and Abilities:**

* Must be able to work collaboratively with groups of parents, teachers and students.
* Strong analytical, data management and technology skills, including but not limited to the use of spreadsheet, communication, collaboration and student information systems.
* Possesses a strong understanding of the English language, math skills, spelling and proper grammar.
* Demonstrates patience for working with students who may have serious learning challenges and potential disabilities.
* Bilingual Preferred

**Education and Experience:**

Teaching license (K-12) from the State of Wisconsin. Reading specialist, Special Education, English Language Learner (ELL) certificate, students with learning disabilities certificate or related field required. Bachelor’s degree in education or related field. Master’s degree preferred. At least three years’ of experience teaching. Experience teaching English, reading, writing, and ELL’s strongly preferred.

**How to Apply:**

Send resume and cover letter to Monique Deshotels, Assistant Principal of Academics, at [deshotelsm@nativityjesuit.org](mailto:deshotelsm@nativityjesuit.org)