

**Position Title:** Academic and Student Support Specialist  
**Location:** St. Marys Catholic Elementary School  
**Reports To:** Principal

**Position Overview:**

SMCES is seeking a compassionate and dedicated Academic and Student Support Specialist. This role supports students with diverse learning and social-emotional needs while integrating faith as the foundation for guidance, growth, and decision-making. The ideal candidate will combine instructional support with counseling-informed practices to foster academic success, emotional well-being, and spiritual development.

**Key Responsibilities:**

**Student Support & Intervention**

- Provide individualized and small-group instruction to support students with identified learning needs.
- Develop and implement student support plans that address academic, behavioral, and social-emotional goals.
- Utilize proactive de-escalation strategies to support students in moments of emotional or behavioral distress.
- Monitor student progress and adjust interventions accordingly.

**Social-Emotional & Behavioral Support**

- Identify and address students' social-emotional needs, including peer relationships, conflict resolution, and responsible use of social media.
- Provide guidance and coaching to help students develop self-regulation, resilience, and positive decision-making skills.
- Support students in developing executive functioning skills such as organization, time management, and goal-setting.
- Promote a culture of peer respect, empathy, and accountability grounded in faith-based values.

**Collaboration & Consultation**

- Work closely with classroom teachers to develop and implement emotional development and behavior support plans.
- Partner with faculty and staff to integrate social-emotional learning strategies into the classroom environment.
- Communicate regularly with parents/guardians regarding student progress and strategies for support.
- Collaborate with administration and external professionals as needed.

## **Faith Integration**

- Incorporate faith-based principles into student interactions, guidance, and support strategies.
- Model and promote values such as compassion, respect, forgiveness, and integrity.
- Support students in understanding and applying faith to real-life challenges and relationships.

## **Additional Responsibilities**

- Maintain accurate documentation of student support plans and progress.
- Participate in faculty meetings, professional development, and school events.
- Contribute to a positive, supportive school culture aligned with the school's mission and values.

## **Qualifications:**

- Bachelor's degree in Special Education, Counseling, or a related field (Master's preferred).
- Relevant experience would be considered as a substitute for degree for exceptionally qualified candidates
- Valid teaching certification in Special Education (or ability to obtain).
- Experience working with children in both academic and social-emotional support roles.
- Strong understanding of child development, behavior management, and intervention strategies.
- Commitment to and ability to integrate faith into daily practice.
- Excellent communication, collaboration, and organizational skills.

## **Preferred Qualifications:**

- Experience in a faith-based or private school setting.
  - Background or training in counseling, social work, or behavioral intervention.
-