



### **Instructional Support Teacher Job Description:**

This posting is for a full-time academic coach at Gaston Day School. A competitive candidate plans and provides for appropriate learning experiences for students with learning disabilities, and executive function challenges, in a variety of educational settings. The person in this position is responsible for creating a flexible program and learning environment that provides specialized instruction and academic support for students such that the students benefit from the curriculum to the greatest extent possible when supported with supplemental aids, accommodations, and other interventions.

The successful candidate will encourage students to grow in knowledge and understanding. This teacher will demonstrate a commitment to the well-being of all Gaston Day students and to the best interests of the school as a whole.

### **Essential Duties:**

- Review grading portal, OnCampus, with each student (upcoming projects, assessments, essays, missing assignments and due dates)
- Discuss assignments and prioritize
- Foster executive functioning skills
- Work with students to create study tools (quizlets, kahoots, flashcards, fill out study guides with assistance if needed)
- Proofread and make suggestions for revising essays/writing assignments
- Remediate content that has been previously taught in class
- Provide regular emails to parents updating student progress
- Manage students with accommodations: create accommodations spreadsheet for students in grades 5-12. Email parents when Psych./Ed. Evaluations are expiring and make sure all students are current with requirements
- Apply for student accommodations through the College Board and ACT
- Create Learning Academy end-of-semester assessment/exam schedule for students with accommodations and standardized test schedule.
- Manage online students - create registration forms, register through Educere or FuelEducation, and track progress
- Manage the ERB schedule for students in the Learning Academy who receive accommodations
- Manage the in-school PSAT for students in the Learning Academy in grades 9-11 who receive accommodations

- Attend duties required by the school (daily carpool, staff meetings, etc)

**Education and Experience:**

Bachelor's Degree in Education, or a related field.

**Reporting:**

The Instructional Support teacher will report directly to the Director of the Learning Academy and the Head of Lower School.

Salary: Commensurate with experience.

Contact: To apply, please email cover letter and resume to [kallen@gastoday.org](mailto:kallen@gastoday.org)

Gaston Day School is committed to increasing the racial, ethnic, and religious diversity of our faculty and staff. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.