



## **Saint Brigid Academy JOB DESCRIPTION**

Title: Classroom Educational Specialist  
Reports To: Megan Rabbitt, Head of School  
Office/ Dept: As applicable  
FLSA Status: Regular, Full-Time, Exempt

### **ESSENTIAL FUNCTIONS:**

- Provide direct, differentiated instruction for multi-age classes of up to 12 students, small groups, and individuals inside and outside of the classroom
- Prepare and execute differentiated lessons in multiple subjects including, but not limited to, English Language Arts, Social Studies, Math, and Science
- Meet the needs of students with varying backgrounds, learning styles, and learning needs
- Integrate Wilson Reading Systems instruction: whole class, in small groups, and individually into the Grade Level English Language Arts curriculum
- Integrate Making Math Real instruction: whole class, in small groups, and individually into the Grade-level Math Curriculum
- Provide Science Technology Engineering Mathematics (STEM) using the Next Generation Science Standards when teaching science curriculum
- Model Catholic values for students across the curriculum and uphold the Christian code of conduct
- Provide a learning environment in which the students will engage in positive learning experiences
- Use classroom management systems that focus on the social and emotional needs of the students
- Assess students' work done in class
- Provide bi-weekly family updates regarding student progress
- Prepare progress reports and trimester reports for parents
- Regularly communicate and partner effectively with students, parents, teachers, and other professionals
- Provide Student Success Team meetings as needed and necessary documentation
- Prepare and execute a minimum of four parent/teacher conferences a school year and as needed
- Attend school events outside of standard school hours monthly, including Catholic Schools Week
- Use available technologies that will promote learning and stimulate an interesting learning environment
- Attend all faculty meetings and professional learning opportunities
- Participate in 12 full day onsite trainings designated by the administration

### **QUALIFICATIONS:**

- Proficient in Google Classroom and/or other Learning Management systems
- Proficient in Microsoft Office Suite and/or Google Suite
- Ability to interpret Individualized Education Programs (IEPs) and Psycho-Educational evaluations
- Organization
- Strong Communication skills
- Practicing Catholic in good standing preferred

**EXPERIENCE:**

- Two or more years of classroom teaching experience
- Experience teaching students using specialized reading instruction such as Wilson Reading Systems, Orton Gillingham, Lindamood Bell, and similar methods
- Experience with and understanding of elementary-age children
- Experience with and understanding of children with learning differences
- Previous experience in a Catholic environment or institution is preferred

**EDUCATION/CERTIFICATIONS:**

- Bachelor's Degree; Masters Degree preferred
- Valid teaching credential, preferably Multiple Subject and/or Education Specialist
- Preferred certification and/or experience in specialized learning programs such as Orton Gillingham, Wilson Reading Systems, Lindamood Bell, Making Math Real, and similar methods
- Required to complete Level 1 Wilson Reading System certification by September 2025
- Required complete Level 2 Wilson Reading System certification by September 2030

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, and climb stairs, alternating as needed and sometimes for prolonged periods of time.
- Must be able to bend, pull, and reach above shoulder level.
- Must be able to lift 25 lbs.

**PAY RANGE:** commensurate with ADSF scale

**PLEASE SUBMIT A RESUME, COVER LETTER, AND 2 REFERENCES TO:**

Megan Rabbitt, Head of School  
Saint Brigid Academy  
2250 Franklin Street  
San Francisco, CA. 94109  
[headofschool@saintbrigidsf.org](mailto:headofschool@saintbrigidsf.org)

**NOTICE OF NON-DISCRIMINATION**

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, or ethnic or national origin, and pursuant to the San Francisco Fair Chance Ordinance, the Archdiocese of San Francisco shall consider for employment, qualified applicants with criminal histories.