

**Job Title:** Learning Support Coordinator  
**Reports To:** Principal  
**Location:** St. Joseph Elementary School Alameda, CA  
**FLSA Status:** Exempt  
**Position Type:** Full-Time (Part-Time considered)

### **Job Summary:**

The Learning Support Coordinator serves as a key member of the student support team at St. Joseph Elementary, a TK–8 school. This role works collaboratively with teachers, parents, administration, and outside specialists to design and implement support plans that uphold the school's mission to nurture the whole child in a faith-based environment.

### **Key Responsibilities:**

- Coordinate and oversee academic support for students with learning differences, including those with diagnosed learning disabilities, attention challenges, or other special needs.
- Serve as a liaison between the school, families, and external specialists (e.g., educational therapists, psychologists, speech-language pathologists).
- Support classroom teachers with instructional strategies and interventions to meet diverse learner needs.
- Conduct informal assessments and screenings to identify learning needs and inform instruction.
- Maintain accurate and confidential records related to student progress, services, and communication.
- Lead or participate in student support team (SST) meetings, documenting outcomes and following up on action items.

### **Qualifications:**

- Bachelor's degree in Education, Special Education, or a related field (Master's preferred).
- Valid teaching credential; additional certification in special education or learning support highly desirable.
- Minimum 3 years teaching experience, preferably in a K–8 or Catholic school setting.
- Knowledge of learning differences, instructional strategies, and educational accommodations.
- Strong communication, collaboration, and problem-solving skills.
- A commitment to Catholic education and the spiritual, academic, and emotional development of each child.

### **To Apply or Inquire:**

Please email Mrs. Danielle Colvert, principal, at [dcolvert@csdo.org](mailto:dcolvert@csdo.org).