



## Morning Star Program Director

### Job Summary:

The Program Director of the Morning Star Program serves as the administrator and instructional leader for the school's specialized program serving students with exceptional learning needs. This role combines administrative leadership, program development, and direct classroom instruction.

The Program Director is responsible for overseeing the daily operations, instructional integrity, and continued growth of the Morning Star Program while ensuring alignment with the mission, policies, and leadership of St. Anastasia Catholic School. This position reports directly to the administration of St. Anastasia Catholic School and works in close collaboration with school leadership.

### Qualifications and Experience:

#### Requirements:

- Bachelors Degree and State Certification in Special Education or related field
- At least five (5) years of educational experience
- Demonstrated experience with differentiated instruction and diverse learning needs
- Strong organizational, leadership, and communication skills
- Ability to work collaboratively with faculty, families, and school leadership
- Commitment to confidentiality and ethical standards in education
- Alignment with the mission and values of Catholic education

Preferred:

- Master's Degree and State Certification in Education, Special Education, or Educational Leadership
- Experience in program development or school administration
- Experience working with students with exceptional needs (ESE)
- Familiarity with IEPs, accommodations, and learning plans (even in a private school setting)
- Experience training, supervising, or mentoring instructional staff

**Reports to:** Principal of St. Anastasia Catholic School

**Employment Contract:** This is a 12-month, salaried position.

**Length of Employment:** Contracted annually

**FLSA Classification:** Exempt

**Administrative & Program Leadership Responsibilities:**

1. Provide leadership and oversight for the Morning Star Program.
2. Support the development, implementation, and growth of the special needs program.
3. Ensure program alignment with St. Anastasia Catholic School policies, diocesan guidelines, and state requirements.
4. Serve as the primary point of contact for Morning Star families, in collaboration with school administration.
5. Conduct admissions assessments for prospective students.
6. Create Service Learning Plans (SLP/ILP) and oversee documentation, record-keeping, and program reporting.
7. Collaborate with administration on staffing needs, scheduling, and program planning.
8. Support compliance with student confidentiality, safety protocols, and school procedures.
9. Foster a positive, mission-driven culture within the program.

**Instructional Responsibilities (Ages 5-9):**

1. Serve as the lead classroom teacher for assigned Morning Star students.
2. Deliver instruction using differentiated and individualized teaching strategies.
3. Assess student strengths, needs, and progress.
4. Prepare instructional materials and classroom resources.
5. Support students individually and in small groups.
6. Collaborate with instructional assistants and support staff.
7. Communicate regularly with parents regarding student progress.
8. Work collaboratively with teachers, therapists, volunteers, and administration.
9. Participate in professional development and required trainings.
10. Perform other duties as assigned by school administration.

*The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

**Physical Requirements and Environmental Factors:**

	None	up to 1/3 (occasional)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods				✓
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders			✓	
Balance		✓		

Stoop, kneel, crouch or crawl			✓	
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head		✓		
Repetition-using an input device-a keyboard or mouse-in a steady manner			✓	
Lifting up to 25 pounds with control		✓		
Pushing up to 25 pounds with control		✓		
Close vision with or without corrective lens. ( <i>clear vision at 20 inches or less</i> )				✓
Distance Vision with or without corrective lens. ( <i>clear vision at 20 feet or more</i> )				✓
Peripheral Vision ( <i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i> )				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)			✓	
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

