



Overview

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to join the academic team and serve as **Director of the Champagnat Learning Center**. This individual will oversee all aspects of the Learning Center, will work with the principal, faculty, and staff, and adhere to all state and federal educational regulations/mandates

Qualifications

- An understanding of the mission of SJA and the value of Catholic secondary education
- Master's Degree from an accredited institution of higher education
- Valid Secondary Special Education Certification and/or Educational Diagnostician Certification
- Knowledge of Admission, Review, and Dismissal (ARD) committee process and Individual Education Plan (IEP) goal setting process, implementation and monitoring of implementation
- Ability to lead, direct, implement, and monitor effective educational and behavioral programs for students with disabilities
- Must have strong written and oral communication skills
- Must be able to maintain and adhere to the code of professional ethics regarding confidentiality, respect for family privacy, and the legislative rights of students with disabilities.
- At least 5 years of relevant experience preferred

Saint Joseph Academy offers a competitive compensation package.

Priority will be given to application materials received by June 5, 2016. Position will remain open until filled.

For more information or to apply, send your résumé, letter of interest, and references to:

**Melissa Valadez, Principal
101 Saint Joseph Dr.
Brownsville, TX 78520
mvaladez@sja.us**

DIRECTOR OF THE CHAMPAGNAT LEARNING CENTER

The Director of the Champagnat Learning Center is appointed at the discretion of the Principal and is responsible to the Principal for all decisions and actions. The Director of the Learning Center is responsible for the on-going training of faculty as it pertains to the implementation of student accommodation plans. The Director of the Champagnat Learning Center oversees all aspects of the Learning Center.

1. Develops a Long-Term Strategic Plan for the Learning Center.
2. Develops all yearly and long-term budgets for the Learning Center.
3. Collaborates with the counselors in reporting pre and post information gathered for evaluation purposes.
4. Collaborates with local education agencies for services.
5. Oversees legal issues and internal policies regarding Learning Center services.
6. Supervises the observance of, and adherence to, educational regulations and State of Texas and Federal mandates and accrediting agencies.
7. Submits purchase requisitions for the Learning Center to the Principal.
8. Seeks advice from learning disability professionals.
9. Is responsible for the everyday running of the Learning Center.
10. Chairs the Learning Center decision-making committee meetings.
11. Schedules annual review meetings and maintains current accommodation records.
12. Works directly with students in becoming self-advocates and is responsible for the development of curricula for the Learning Center course.
13. Supervises and evaluates the work of the Learning Center Assistant.
14. Attends annual review meetings with students' counselor when deemed appropriate.
15. Attends meetings with parents, students and counselors when deemed appropriate.
16. Maintains Learning Center/Special Education student records.
17. Is responsible for membership in educational organizations.
18. Attends budgeted conferences and staff development when deemed appropriate.
19. Aids teachers with implementation of accommodations.
20. Proctors all special testing situations.
21. Provides observation data to appropriate entities regarding currently enrolled and potential students.
22. Is responsible for reviewing all presented disability documentation for completeness and timeliness and seeks outside consultation when deemed necessary and appropriate.
23. Is responsible for preparing packages of Saint Joseph Academy documentation requirements for incoming students requesting Learning Center Resources.
24. Is responsible for maintaining and coordinating the student use of the school owned Alpha Smart keyboards and all Learning Center materials.
25. Prepares transition plans for graduating seniors in the form of a learning disability dossier for presentation to selected college campus.
26. Performs all other duties delegated by the Administration.