

# **Skutt Catholic High School**

## **Academic Support Instructor – Job Description**

### **The Skutt Catholic Experience**

Established in 1993, Skutt Catholic High School has become a leader in providing a college-preparatory, Catholic education. Skutt Catholic students excel in all areas of the school program. Academically, Skutt Catholic students have been honored by the National Merit Organization every year since the school's inception, including 30 students in the past five years. Skutt Catholic students have consistently been named to the Omaha World Herald All-Metro and All-State Academic teams and our school is one of only two Catholic High Schools in the state to have multiple students receive this distinction in the past 4 years. Skutt Catholic offers students more academic courses than any other Catholic school in the state. The Honors program and Advance Placement (AP) courses allow students to earn college credit while still attending high school.

Skutt Catholic emphasizes traditional Catholic teaching and values as the foundation for helping students learn to deal with the complexities of life. To this end, Skutt Catholic Students recently contributed nearly 14,000 hours of service to the Greater Omaha community. In addition, many students are involved with ministry council, the pro-life committee, service trips, Operation Others, lectors, EMHC, and retreats.

The school's comprehensive activity and athletic program, coupled with the outstanding academic program, offers students a well rounded high school experience. Skutt Catholic offers more than 40 different activities including 20 varsity sports. In the school's 18-year history, Skutt Catholic has amassed a notable amount of state titles and continues to be successful in all athletic areas. Skutt Catholic has been named the Class B All-Sports Champion five out of the past six years. Over 90% of Skutt Catholic students participate in some activity or athletic team. Chess club, mock trial, newspaper, drama, student council, ministry council, band, and show choir are just a few examples of the many additional activities offered at Skutt Catholic.

As Skutt Catholic makes plans for its 19<sup>th</sup> year of operation, the school has grown to become Omaha's second largest Catholic High School. Skutt Catholic is a class B school, and at capacity, would still be several hundred students shy of becoming a Class A school. Students attend Skutt Catholic from more than 40 different zip codes and 30+ middle schools. The non-Catholic student population has doubled in recent years to 10%, and students entering 9<sup>th</sup> grade from a public middle school has increased to 20%. Academic, athletic, and spiritual success among the student body is well documented and has contributed to the strong enrollment.

As an Archdiocesan school, Skutt Catholic embraces its moral obligation and Catholic mission to provide a "Universal" educational experience for students of many ability levels. This leads to students being accepted with Individual Education Plans, mild learning disabilities or learning difficulties, and/or students who simply need additional oversight in their academic learning.

The **Academic Support Instructor** is a new position at the school, and the successful candidate will work closely with the guidance staff and administration in developing this role.

### **Job Description**

The Skutt Catholic Academic Support Instructor will work directly with students requiring additional support and/or resources in order to achieve their academic potential by implementing and overseeing interventions necessary to their success.

Duties may include but are not limited to:

- Collaborating with Guidance Department to place students requiring additional support and/or resources into appropriate courses and sections.
- Overseeing the implementation of IEP/504 plans by coordinating with students, parents, guidance counselors, classroom teachers, and administration.
- Serving as the primary resource for faculty in meeting the academic needs of students requiring additional support and/or resources. This may include providing faculty with targeted professional development.
- Overseeing Success Study Halls = small, daily, guided study halls which help students requiring additional support and/or resources manage, organize, and complete their daily and long-term academic tasks.
  - Instructing Success Study Hall students how to utilize basic organization, study and learning habits/tools is critical to this duty.
- Overseeing Homework Lab = bi-weekly lab for students who habitually struggle to complete and turn in their daily homework.
  - Organize Referrals
  - Coordinate with Student-Teacher-Parent-Guidance Counselor
  - Monitor and Report Homework Lab attendance to Parent-Guidance-Admin
  - Assists Homework Lab participants with basic organizational and learning habits/tools
- Providing before/after school support for students requiring additional support and/or resources through individualized or small group guided study sessions.
- Aiding Guidance Department in placing students requiring additional support and/or resources into subject-specific tutoring.
- Possibly teaching 1-2 classes in the area of your endorsement.

### **Qualifications**

- The successful candidate will have experience working with students who require additional support in order to achieve their academic potential. Familiarity with special education topics and processes is preferred
- Minimum of a bachelor's degree; Nebraska teaching certificate required.
- Support the mission of Skutt Catholic High School
- Possess the myriad of skills expected of a professional working in a Catholic School environment