Duchesne Academy
Job Description

**Job Title:** Lower School Remote Learning Specialist  
**Date Last Revised:** 08/06/2020  
**Department:** Lower School  
**Position Type:** 10 Month  
**Reports to:** Head of Lower School  
**FLSA:** Exempt, Full Time

**Summary:**

The Lower School Remote Learning Specialist is a temporary position. The Remote Learning Specialist is a committed Sacred Heart educator who is proficient in monitoring and assisting groups of children who are learning synchronously in alternative learning spaces on campus.

**Primary Responsibilities:**

- Monitor students to ensure that they are attending their class synchronously and are on task throughout the class period.
- Meet with classroom teachers as necessary to coordinate knowledge of lessons and activities.
- Support students as needed with technology and classroom activities.

**Minimum Education/Prior Experience/Qualifications Required**

In the performance of his/her duties, Employee shall be guided by the Goals and Criteria of the Sacred Heart and the Catholic Faith. Candidates must also possess:

- Bachelor’s Degree
- Focus in Special Education preferred
- Teaching Certificate
- Adequate level of competence using technology
- Experience in a PreK – 12 environment, preferably in independent schools is a plus
- Strong references to convey your abilities
- Successful completion of criminal offender record information and sexual offender registry information checks
- Current Safe Environment training
- Current CPR certification

**General Competencies:**
• Excellent communication skills with attention to detail
• Punctuality and dependability
• Ability to maintain accurate records and to maintain confidentiality
• Adherence to all personnel policies, procedures, and rules contained in the Duchesne Employee Handbook
• Treat parents as partners in their child’s education
• Maintain productive relationships with other Duchesne faculty and staff
• Possess strong people skills in order to be empathetic to children’s and parent’s needs

Tenets of Faculty Excellence

Each of our faculty members are committed to the following:

• Demonstrates an understanding of Catholic Identity, respects the tenets of Catholicism, and participates in the faith life of the School.
• Models acceptance of and respect for other faith and cultural traditions.
• Values and encourages interactive service as a life-long commitment.
• Creates an inviting environment which honors rigor and relevance, and promotes critical thinking, collaboration, and the creative use of the imagination.
• Demonstrates a passion for teaching or area of expertise and exhibits mastery of their respective discipline.
• Nurtures intellectual curiosity, engagement, and a life-long love of learning in all aspects of school life.
• Recognizes the individual needs of learners and varies teaching and learning strategies to encourage each girl to develop her talents and skills.
• Embraces the importance of the integration of technology into the curriculum; supports and promotes the ethical use of all forms of technology.
• Researches, reflects on, and adopts best practices to promote excellence in the classroom or area of expertise.
• Continually seeks professional growth through self-reflection, observations, collegial dialogue and professional development opportunities.
• Fulfills routine professional responsibilities in a thoughtful and timely manner.
• Works in partnership and open communication with parents and colleagues to ensure the well-being of the school and personal growth of each student.
• Contributes to a community culture that fosters thoughtful decision-making, honorable behavior, accountability, and a sense of hope.

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Nothing in this Job Description restricts Duchesne’s right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or Duchesne may terminate the employment relationship at any time, with or without notice and for any reason or no reason.

Duchesne Academy of the Sacred Heart is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, religion, sex (gender), age, national origin, physical or mental disability, genetic information, veteran status, or any other status protected by applicable law.