



# Central Catholic

## HIGH SCHOOL

*Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.*

**JOB TITLE:** Rams Program Coordinator

**POSITION PURPOSE:** The Central Catholic Rams Program is designed to assist students with intellectual and developmental differences so that they can succeed within the regular curriculum. The primary function of the Rams Program Coordinator is to support the success of each Central Catholic student within the regular classroom by working collaboratively with teachers, students, and parents.

**QUALIFICATIONS:**

- Master's Degree preferred, Bachelor's Degree required
- Valid Oregon teaching license with Handicapped Learner Endorsement
- Highly skilled in the use of all Microsoft Office products

**SPECIAL REQUIREMENTS:**

- Experience in a high school setting preferred
- The person employed for this position must be able to verify identity and employment authorization
- The candidate selected for this position must complete a pre-employment background check and all Archdiocesan required trainings and certifications

**ESSENTIAL JOB FUNCTIONS:**

1. Maintain the confidentiality of students, faculty, and staff.
2. Case management of students with Learning Plans.
3. Facilitate staffings with students, parents, counselors and teaching staff.
4. Develop and present Professional Development opportunities for classroom teachers to facilitate and support inclusion within regular classroom.
5. Support Admissions Office including evaluation of applicants for Support Services and Rams Program.
6. Coordinate the Peer Mentor Program.
7. Supervise Instructional Assistants.
8. Maintain professional growth and competence through participation in all professional development opportunities.
9. Establish and maintain standards of student behavior required to provide an orderly and productive environment.
10. Attend all faculty, parent, and other teaching related meetings as assigned by the Principal.
11. Assist with the supervision of student activities, assemblies, liturgies, and other student events as assigned.

**OTHER DETAILS:**

- **Compensation:** Commensurate with experience. Current salary range \$40,660 - \$56,177. Will accept up to 10 years of prior experience.
- **Start Date:** August 13, 2018
- **Length of Contract:** 206 Days (includes 8 days this summer)
- **Application Deadline:** April 30, 2018
- **Application Process:** Please email or fax application, cover letter, resume, and three letters of reference to Sherril Acton, [sacton@centralcatholichigh.org](mailto:sacton@centralcatholichigh.org) or fax 503-233-0073.

Questions concerning this position should be directed to Sherril Acton, Administrative Assistant, Central Catholic High School, 503-235-3138, ext 1102.