

## **Mercy High School Job Description**

**Job Title:** Academic Mentoring and Educational Support Assistant  
**Department:** Academic Mentoring and Educational Support (AMES) Program  
**Reports To:** Assistant Head of School for Academics and Director of AMES  
**FLSA Status:** Exempt  
**Prepared by:** Andrea Cabano  
**Preparation Date:** February 2022; updated May 2023  
**Salary:** From \$25 per hour

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Academic Mentoring and Educational Support Assistant reports to the Assistant Head of School for Academics and Director of AMES and is responsible for supporting the AMES program and students enrolled in it. The Academic Mentoring and Educational Support Assistant supports students so they can be positioned to be successful in their schoolwork.

### **Qualifications:**

The Academic Mentoring and Educational Support Assistant should have a deep passion for Catholic education and advancing women's education; and who serves as a moral role model to our students. To perform the job successfully, the individual should be able to support students with a gentle firmness, displaying compassion and empathy while treating all stakeholders with dignity. The individual should be a strong colleague who communicates with warmth and transparency and who honors confidentiality.

The Academic Mentoring and Educational Support Assistant must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask; meet challenges with a sense of humor and a "can do it" attitude.

### **Essential Duties and Responsibilities include the following:**

- Support students in various general education areas (English/History background preferred)
- Follow and encourage implementation of student educational plans
- Assist with communication related to implementing accommodations
- Assist with record keeping and the maintenance of student files
- Assist with parent communication
- Assist in maintaining a positive learning environment
- Provide 1:1 or small group assistance for students in AMES classes
- Assist with reading and proctoring tests for AMES students
- Understand and uphold the standards, confidentiality, policies, and Mission of Mercy High School
- Perform other related duties as needed
- Full-time availability (Monday-Friday, 8am-3pm)

**Skills**

- Knowledge of high school education system and culture
- Knowledge of adolescent development and behavior
- Knowledge and awareness of different learning styles as well as study skills and strategies
- Ability and willingness to support every student with learning needs and to support each student's educational plan
- Flexibility and adaptability with changing activities
- Flexibility and adaptability with multi-tasking during each class period
- Good judgment to modify activities as necessary
- Solid technology skills with exposure to assistive technologies
- Ability to share patience, love, and grace with students

**Minimal Qualifications:**

- Bachelors degree

**Additional Preferred Qualifications:**

- Teacher credential preferred (valid teaching credential is not required)
- Preference for background in English/History

Send resume and cover letter to: Lynn Beal at lbeal@mercyhsb.com

If emailing, please use subject line "AMES Assistant"

**Experience:**

Prior experience working with students with learning differences, preferably in middle school or high school

**STATEMENT OF NON-DISCRIMINATION**

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)