JOB DESCRIPTION

JOB TITLE: **SKILLS INSTRUCTOR – STUDENT SERVICES**

FLSA: Non-Exempt

DATE: 2026-2027 Academic Year ***DEPARTMENT:*** Student Services

HOURLY PAY RANGE: $25-$26

REPORTS TO: Student Services Assistant Director, Student Services Director, Associate Head, Headmaster and Headmaster's Executive Administrative Assistant

JOB SUMMARY: The Student Services Skills Instructor works under the direction of Student Services Director to support the learning goals of students enrolled in the many Student Services programs. The position is responsible for instructional and administrative duties related to meeting Student Services goals and objectives. This position follows the Academic Year calendar.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Provide in classroom support to students.
- Oversee and implement behavioral plans as need.
- Provide one on one and group instruction.
    - Develop and deliver engaging interactive instructional sessions to students
    - Utilize a variety of teaching methods and resources to accommodate different learnings styles
- Monitor and support student work completion.
- Collaborate with teachers, parents, and students to ensure student success.
- Support student in work-based learning opportunities off and on campus.
- Assess student progress and provided feedback on their performance.
- Maintain a positive and inclusive learning environment.
- Promote and support Academy mission, goals and objectives.
- Promote and support Student Services goals and objectives.
- Attend Academy professional development activities as directed or in an area of interest/responsibility (e.g., in-service, team meetings, department meetings). Skills Instructors must attend faculty meetings and encouraged to attend faculty social events.
- Direct parent/teacher/district inquiries to supervisor and Student Services Director.
- Report any concerns to Student Services Director.
- All other duties as assigned.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED SKILLS AND ABILITIES:

1) Experience working with adolescence with learning and/or behavioral challenges, one on one and in group settings.
2) Ability to oversee and implement Student IEP goals and services including 504 accommodations.
3) Excellent written and oral communication skills.
4) Must be comfortable supporting in multiple content areas.
5) Must be flexible, organized and a team player.
6) Ability to collaborate with others
7) Patience, flexibility, humor, and adaptability in working with diverse student populations.
8) Proficient in using technology for instructional purposes.

EDUCATION/EXPERIENCE:

Bachelor's Degree in Education, Psychology, Human Services or related field required. Master's preferred.
Trained in Orton-Gillingham preferred, or willing to complete trainings.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

Employees in these positions must wear appropriate Academy dress while working at St. Johnsbury Academy during the school schedule or representing the Academy at conferences. Employees in these positions are required to work the number of hours as indicated in the employment agreement. Some work outside of the regular work schedule may be required, but these must be approved in advance by the Special Services Administrator.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

_____ _____

Employee Signature **Date**