



## **Learning Supervisor**

*Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.*

### **Job Description:**

Charles Armstrong School is seeking a qualified candidate to supervise students in Grades 2-8 during school hours, on site in the classroom, and on campus. Qualified applicants must be able to assist in daily operations and managing students. Staff are required to assist students with their work during academic time, and support and supervise students during specialty classes, recess and lunch.

### **Responsibilities include but are not limited to:**

- Assist children with Zoom, school assignments, and general class participation
- Responsible for the safety of all students entrusted to your care
- Monitor and reinforce the health and safety rules of Charles Armstrong School with the students, with a particular emphasis on following and enforcing Covid 19 safety and health guidelines and procedures
- Follow and implement school expectations and procedures
- Maintain professionalism at all times
- Demonstrate effective classroom management skills i.e. awareness, patience, good timing, boundaries, and instinct
- Actively support the school and its leadership
- Operate in a friendly and cooperative manner with parents, students, faculty and staff
- Collaborate with faculty and staff

### **Preferred Qualifications:**

- Experience working with elementary and middle school age children
- Experience working with children who learn differently
- An enthusiasm for education and working with children
- Professional and clear communication skills
- Knowledge of technology including, zoom, seesaw, showbie, notability, all google suites (docs, slides, sheets)

Job Types: Part-time, Temporary – Starting mid-January

Pay: \$22.00 - \$25.00 per hour

COVID-19 considerations:

Regarding COVID-19, Charles Armstrong School has put into place numerous procedures to ensure the safety of children, faculty and staff. We are happy to discuss the details of how we are responding to COVID-19 with applicants during the interview process.

Direct resumes and cover letter to

Hiring Committee

[Hiringcommittee@charlesarmstrong.org](mailto:Hiringcommittee@charlesarmstrong.org)

(650) 592-7570

Charles Armstrong School

1405 Solana Drive, Belmont, CA 94002

[www.charlesarmstrong.org](http://www.charlesarmstrong.org)

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 230 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

Charles Armstrong School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

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