



Champagnat Learning Center Assistant (Part Time)

Overview

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to join the academic team for the 2026-2027 school year and serve as **Champagnat Learning Center Assistant**. This individual will work with the Director of the Learning Center and adhere to all state and federal educational regulations/mandates. This is a part time position.

Qualifications

- An understanding of the mission of SJA and the value of Catholic secondary education
- Bachelor's Degree from an accredited institution of higher education preferred
- Valid Secondary Special Education Certification and/or Educational Diagnostician Certification preferred
- Knowledge of Identification, Evaluation and/or Placement process and Student Accommodation Plan (SAP) goal setting process, implementation and monitoring of implementation
- Ability to lead, direct, implement, and monitor effective educational and behavioral programs for students with disabilities
- Must have strong written and oral communication skills
- Must be able to maintain and adhere to the code of professional ethics regarding confidentiality, respect for family privacy, and the legislative rights of students with disabilities.
- At least 2 years of relevant experience preferred

Saint Joseph Academy offers a competitive compensation package. Position will remain open until filled.

For more information or to apply, send your résumé, letter of interest, and references to:

**Francis X. Curley, Interim Principal
101 Saint Joseph Dr.
Brownsville, TX 78520
fcurley@sja.us**

LEARNING CENTER ASSISTANT

The Learning Center Assistant is appointed at the discretion of the Principal in collaboration with the Director of the Learning Center. The Learning Center Assistant is responsible to the Principal in all her actions and is immediately supervised by the Director of the Learning Center.

1. Assists in the daily running of the Learning Center.
2. Respects the confidential nature of, and the needs of the students with accommodations.
3. Works directly with students in becoming self-advocates.
4. Meets with students with accommodations periodically as specified in their individual "Student Accommodation Plan" to check for student organization skills and teacher accommodation compliance.
5. Proctors daily exams as per individual students' accommodation requirements.
6. Maintains Learning Center/Special Education student records on a daily basis.
7. Notifies administrative staff of scheduled annual review meetings.
8. Aids teachers with implementation of accommodations.
9. Proctors all special testing situations in collaboration with the Director of the Learning Center.
10. Maintains and coordinates the student use of the school owned materials.
11. Performs all other duties delegated by the Administration or the Director of the Learning Center.