



The Vanguard School
Job Description
Faculty (*Pragmatic Therapist, SLP*)

Job Summary:

Provide individual, group and school sessions in areas of social communication including pragmatics and executive function skills. This includes but is not necessarily limited to the following: for each class taught, developing syllabus and lessons in accordance with Vanguard's curriculum design; within the budget, ordering supplies and materials as needed; instructing students, consciously applying effective teaching methods and strategies of classroom management; developing, administering and interpreting assessments of students' work; keeping attendance records, completing report forms and submitting them as requested; keeping parents informed and responding to their concerns; supervising students during breaks, mentor periods, study halls and lunch period; arranging for enrichment activities as appropriate; participating in various meetings related to school concerns; being engaged in residential life activities and supervision, being engaged and leading in staff development activities designed to broaden understanding and sharpen skills as an educational professional.

Essential Job Functions:

- Work across all levels to provide services to middle and high school students
- Have experience in the areas of social communication including pragmatics and executive function skills.
- Develop individualized curriculum for each student based on student, parent, faculty, and administration interviews regarding the communication, social, pragmatic and executive function skills of the student.
- Collaborate with other school professionals including, faculty, psychologist, school counselor, residential staff, and administrators.
- Work with faculty and residential staff to ensure opportunities for carryover of skills learned in the individual and/or group setting into the classroom.
- Determine and prioritize which pragmatic, social communication, and executive function skill deficit has the most impact on the education and daily life of the student.
- Be able to work with other challenging factors such as anxiety, low self-esteem, and ADHD that a student may present with in addition to the pragmatic, social communication and executive function challenges.
- In addition to executive function skills, serve a range of pragmatic and social communication skill disorders to include but not limited to: Social awareness skills:
 - Showing understanding and empathy for others
 - Identifying social cues (verbal and non-verbal) to determine how others feel
 - Predicting and understanding others feeling and reactions
 - Perspective taking
 - Using reflective listening to understand and demonstrate respect for others
- Relationship skills:
 - Cultivating connection and friendship

- Resolving conflicts
- Problem solving
- Offering and seeking help: self-advocacy
- Identifying, managing and expressing emotions
- Responsible decision-making
- Conversation skills

DUTIES AND RESPONSIBILITIES:

- Help support relationships and meaningful partnerships with students, staff and parents.
- Manage the database information
- Arrival and departure - be at school 15 minutes prior to the beginning of classes and be available to students during afternoon study hall, departing approximately 4:30 p.m. Monday through Friday. If necessary to leave campus during the school day, inform principal of departure and re-arrival times
- Professional appearance - dress in a respectful and professional manner
- Develop and implement a professional development plan
- Help the school's image and communications to partner with parents by using strong communication skills with families..
- Seek out opportunities for Vanguard School to advance the SLP instruction
- Serve as an internal resource on the school's academic administration team.
- Integrate consistency and high-caliber communications throughout the school by engaging faculty, parents, students and staff in partnership.
- Support forward-thinking development and advancement of the SLP instruction that optimally grows the SLP department.
- Demonstrated ability to effectively work independently and in a group.
- Ability to communicate and work effectively with parents, students, faculty, and staff.
- Ability to motivate and manage students.
- Strong work ethic, adaptability, generous spirit, and confident working with students.
- Commitment to and alignment with the School's mission and vision
- Support school team, including administration, faculty, and fellow residential life.
- Provide quality SLP instruction for assigned students
- Keep track of students' attendance, discipline and SLP progress
- Ensure school environment is safe for children and school staff
- Write updates as mentor and teacher to parents
- Work to obtain CDL
- Enhance existing relationships while building new relationships with staff, families, students
- Maintain a database of all reports as required
- Keep in close contact with parents, residential staff
- Demonstrates ability to nurture each student entrusted to their care
- Protects the rights and dignity of individual students
- Attends to students' health care and mental health needs
- Teaches healthy lifestyle routines - is a student advocate and mentor

- Models the words, behaviors, and values deemed appropriate for a member of the Vanguard community
- Teaches students appropriate social skills while praising positive decisions and redirecting inappropriate actions
- Responsible for assisting in the management and maintenance of the school property
- Communicates with parents, administrators, counselors and teachers about student behaviors and/or trends
- Facilitates engaging SLP activities
- Motivates students to begin their day on a positive note by setting goals, encouraging all children to put forth effort, and reminding them that they are supported
- Recognizes individual progress and accomplishments as they improve and grow
- Perform other tasks as required and/or assigned by supervisor(s).
- Show progress in professional improvement
- Assist with standardized testing as requested
- Attend staff development meetings
- Attend school events outside of school hours as requested
- Work with other teachers and the administration in planning activities, guidelines and the development of curriculum

EXPERIENCE & QUALIFICATIONS:

- A background in the subject being taught and a Bachelor's degree and/or experience in the field being taught
- Must know about subjects being taught and about growth and development of children and young people of the age level being taught; must have the ability to relate to children and their parents; must be able to design lessons and teach them effectively and efficiently, organize and implement activities, maintain order and discipline and perform other duties necessary to the education, safety, health and well being of children and young people. Must be able to discriminate what is private from what is general information and keep private information confidential.
- 2+ years of experience in the boarding school setting is preferable
- References certifying reliability and satisfactory performance, especially in working with children and young people
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Excellent organizational, verbal and written communication skills; keen eye for detail; ability to work independently and as part of a team
- Hard worker with a "can-do" style
- Passionate about working with a wide range of individuals and parents from diverse backgrounds
- Ability to learn the Facts software and database management software
- Experience working with and being a team player with students, parents and staff members
- Willingness to regularly communicate with the local, domestic and international families
- Capacity to manage details while working with multiple students/assignments with grace, speed and flexibility

- Secures student information and maintains student confidentiality
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures
- Take telephone messages and provide feedback and answers to parent calls
- ***Performs other related duties as assigned or requested.**

ORGANIZATIONAL RELATIONSHIPS:

Reports to Principal and Head of School and work closely with the Academic Staff, School Counselor, Admissions Director, and Academic Supervisor

STATUS: Position is full-time, 40 hours a week. Non Exempt

The Vanguard School reserves the right to add or change duties at any time. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.