**Position Description:** Learning Coordinator Assistant

**POSITION CATEGORY:** Part-Time; Hourly Aug-May (4 hours a day)

**POSITION SUMMARY**: The LCA would assist the Learning Coordinator in helping students with homework, tests, and other assignments. They would work to implement Tier 2 adjustments.

**ACCOUNTABILITY:**

The LCA reports directly to the Learning Coordinator

The LCA falls under the educational committee of the board

**QUALIFICATIONS:**

* A member of the WELS or ELS in good standing
* Organized and attention to detail
* Love of students and special education students
* A self starter
* Ability to work with teachers and parents as directed

**JOB DUTIES/REQUIREMENTS:** This list is not intended to be a complete listing, rather an indication of routine and recurring items requiring attention.

* Support the exceptional learners within their inclusive education program at Manitowoc Lutheran Highschool.
* Provide assistance for study skills and test preparation for students utilizing the Learning Center
* Provide direct support services in the Learning Center during the school day for exceptional learners
* Assist parents with homework support for their exceptional learners
* Provide to the administrator regular and timely feedback on student progress

The LCA would be reviewed annually.