



**Mustard Seed School**  
**Student Resource Specialist**  
40 hours per week with benefits  
M-F 7:30am-3:30pm; \$18.00 per hour

As a program of Sacramento Loaves & Fishes, Mustard Seed School is an emergency school for children experiencing homelessness. Children in grades preschool through eighth grade can attend school and receive no-barrier educational services in an environment of welcome, hospitality and compassion.

The Student Resource Specialist (SRS) works under the direction of the Program Director and Assistant Director. The SRS is responsible for supporting all classrooms with academic testing, tutoring support and assisting to facilitate communication with parents/guardians as their children attend school. The SRS also works alongside the Outreach team in maintaining relationships other L&F programs, outside agencies, service providers, public schools etc.

**Job Responsibilities:**

- Advocate for families experiencing homelessness
- Administer assessments to all new students in grades K-8
- Communicate with teachers on test data and suggested learning objectives
- Meet with parents about test data and learning objectives for individual students as appropriate
- Monitor iReady online testing series to ensure database integrity
- Provide teaching support to all classrooms when class sizes grow and as needed
- Work 1:1 with students who need extra academic support
- Assist with substitute teaching when regular teachers are absent
- Facilitate volunteer orientations, coordinate monthly volunteer calendar; assign volunteers to classrooms daily
- Advocate in public schools for homeless children
- Support the Outreach team and parents with re-enrollment into public schools when appropriate
- Attend weekly staff meetings
- Assist with daily morning driving routes in school vans
- Other duties as assigned

**Qualifications:**

- Must have desire and commitment to working with and advocating alongside children and families experiencing homelessness
- Bachelor's degree in related field preferred, will consider relevant work history in place of education
- Must have good organization, communication and creative problem solving skills
- Must be willing to use positive discipline techniques
- Must be able to work as part of a team and independently
- Must have CA Driver's license, good driving record; must be willing to drive students in school vans as needed
- Must be willing to be fingerprinted and have a current TB test; COVID-19 vaccination strongly recommended

To apply please submit resume and cover letter to Human Resources by email: [hr@sacloaves.org](mailto:hr@sacloaves.org) no later than **November 30, 2021.**