



# St. Charles Preparatory School

## Reading Specialist

**St. Charles**  
PREPARATORY SCHOOL

— BUILDING BETTER MEN —

### Position Summary:

St. Charles is seeking a proactive and principled individual as a part-time Reading Specialist to start the 2024-25 school year.

### Primary Role and Responsibilities:

Responsibilities will include, but are not limited to:

- Assessing students' current reading ability and creating targeted intervention plans to address any gaps.
- Teaching reading strategies to students one-on-one and in small groups.
- Cooperating with public school districts to aid in the production of students' Evaluation Team Report and Individualized Education Program processes.
- Working cooperatively with classroom teachers.
- Assisting in classroom intervention strategies, modifying general education curricula as necessary, and assisting the student with regular class assignments.
- Working cooperatively with parents and maintaining regular communication.
- Completing progress reports for students.

### Qualifications:

- Ohio Reading Specialist K-12 Teaching License
- Endorsements/certifications/previous experience working with multi-sensory approach to reading preferred.
- Required: Compliance with BCI-background checks and completion of Protecting God's Children program.

### Benefits:

- Dental, Vision and Life insurance available
- 403b matching program
- Earned PTO and paid holidays
- Professional Development Assistance

### **About St. Charles:**

St. Charles Preparatory School is an all-boys Catholic high school located in Bexley, Ohio, an interior suburb on the near east side of the city of Columbus. St. Charles was founded in 1923 by Bishop James J. Hartley with the express directive, our Founding Promise, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means. Originally established as a department of the St. Charles Borromeo Seminary College, the preparatory school maintained its mission as a college preparatory institution even after the college department closed in 1969. Over the course of a century, St. Charles has established itself as a distinctive leader in Catholic education, earning regional, statewide, and national recognitions for the quality of its education and the performance and contributions of its students, alumni, staff, and faculty.

### **Our Mission:**

St. Charles is an all-boys college preparatory high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character and hard work in an environment that values diversity, accountability and excellence and that creates an enduring tradition of brotherhood.

### **Our Vision:**

St. Charles Preparatory School will be nationally recognized as a premier pre-collegiate educational experience, developing young men for lives of contribution, service and leadership—consistent with the teachings of Jesus Christ in the Catholic tradition—by providing access for students of all backgrounds to the region’s best educators, curricula, programs and facilities.

### **Our Founding Promise:**

St. Charles Preparatory School remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means.

\*St. Charles is an equal opportunity employer.

**Please send resume to:**

Mr. John O’Neil, Vice Principal of Academics  
St. Charles Preparatory School  
2010 E. Broad St.  
Bexley, Ohio 43209  
[joneil@scprep.org](mailto:joneil@scprep.org)