



*People of faith helping people in need achieve self-sufficiency and live with dignity.*

Catholic Charities St. Michael's Home for Children has a **Bilingual Education Specialist** position open to work with our Education department at our offices in Houston, TX.

The individual that fills this position will be responsible for:

- Ensuring that all children in care are provided with educational services by assisting the teaching staff in the classroom and/or provide direct supervision to clients including tutoring.
- Available to possible co-teach as instructed by classroom teacher or educational service coordinator.
- Facilitate, coordinate, and assist with school calendar, schedule, holidays, and special events; and
- Provide feedback and information to treatment team through supervisor for service planning.

#### **MINIMUM QUALIFICATIONS**

- Bilingual in English and Spanish required
- High School diploma or equivalent for position, preferred either some college or degree when possible in education field; and
- Teacher Certification preferred
- Other vocational or technical training including educational experience in a classroom setting

#### **TO APPLY:**

For consideration, please apply online at:

<http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=736>

*Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to [hrrecruiting@catholiccharities.org](mailto:hrrecruiting@catholiccharities.org) or call 713-526-4611 ext. 6597 and let us know the nature of your request and your contact information.*