TEACHING AND LEARNING SPECIALIST – LOWER SCHOOL

Department: Lower School  
Supervisor: Academic Dean  
Job Type: Full-Time, 10 month plus  
FLSA Classification: Exempt

Position Purpose: Support and enhance the academic experience of students in the Lower School, with primary emphasis on serving students with academic and social-emotional learning differences. The Learning Specialist will provide support to the entire Lower School community through instruction, professional development, and parent resources.

Schedule: Regular Faculty schedule which includes pre-planning and post-planning. Additional responsibilities during the summer, as needed/assigned.

Essential Functions:

Facilitate Professional Development
- Provide Faculty and Staff with general training on various learning styles, learning differences, and learning challenges
- Train Faculty and Staff on learning strategies that can be utilized to successfully manage these differences and challenges within the classroom setting
- Be a resource for Faculty, Staff, and parents on learning differences and differentiated instruction
- Assist teachers to implement individual Student Action Plans and other strategies to ensure improved learning of identified students balanced with the learning needs of the other students
- Work with individual teachers and grade level teams to adapt lessons to meet the needs of students

Support Student Learning
- Read/interpret psychological evaluations to determine academic levels and needs
- In collaboration with Faculty, parents, and Team Leaders, identify students experiencing learning or behavioral social-emotional difficulties
- Observe identified/referred students in their regular classroom settings
- Assess the students’ individual skills and difficulties in consultation with teacher, parents, and others, as appropriate
- Develop individualized Student Action Plans for identified students, as appropriate

Communicate Clearly and Regularly to Support Student Success
- Work collaboratively with Faculty, parents, and Specialists in the Middle and Upper Schools, as needed
- Recommend/refer students for formal evaluations, as needed, and liaise with outside professionals
- Communicate clearly and regularly with parents of students being directly served
- Work closely with the teachers and administration to ensure coordination of appropriate messaging regarding students with learning differences
- Participate in grade and team level meetings, as needed

Use Data to Drive Decisions and Actions
- Coordinate and co-facilitate benchmark testing
- Monitor the progress of identified students and evaluate strategies for effectiveness
- Document and discontinue non-effective strategies and modify Student Action Plans as needed
- Participate in parent meetings, as needed
- Keep accurate, thorough, and confidential records of all support services and communications

Updated February 2019
Demonstrate Professionalism

- Develop and maintain a keen understanding of laws, policies, procedures, and ethical standards as related to the needs of students with learning differences
- Stay abreast of current research and research-based practices on learning differences, strategies, and interventions
- Support and advance the mission of Oak Hall School
- Serve as a mentor and advocate for your students
- Be a role model of integrity and professionalism
- Work positively and professionally with all constituencies of the school
- Meet regular and predictable attendance requirements, including attending division and other school meetings, professional days, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials
- Other duties as assigned

Qualifications:

- Master’s Degree in Education or in similar/related focus, required
- A minimum of 5 years of experience in a learning support, resource specialist or related role
- A keen understanding of the developmental and social-emotional needs of Lower School students
- Working Knowledge of Individuals with Disabilities Education Act, including Individual Education Plans, 504 plans, etc.
- Experience in individual student case management preferred
- Ability to effectively communicate the needs, services, and accommodations of students to both faculty and parents with confidence, tact, and genuine compassion and empathy
- Strong knowledge of learning resources, working knowledge of assistive technologies
- Ability to cultivate a professional referral network of learning specialists, mental health professionals, and other outside experts
- Experience in an independent school setting, preferred
- Excellent verbal and written communication skills
- A high degree of professionalism, collegiality, and personal conduct, both in and outside of school
- Ability, willingness, and judgment to communicate thoroughly, accurately, and concisely with all constituents in the school community
- Enthusiasm and commitment to the vision and mission of the School

Physical Requirements and Work Environment:

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Regularly uses close and distance vision
- May work at a desk and computer for extended periods of time
- Ability to visually and audibly locate students under their supervision
- Ability to actively circulate throughout the diverse campus environment
- Works primarily in a traditional climate controlled classroom environment
- Ability to occasionally lift, push, or pull up to 20 lbs