



Academic Support Learning Specialist **JOB DESCRIPTION**

TITLE:

Academic Support Learning Specialist

ROLE FOCUS:

The role of the Learning Specialist includes working directly with students with identified learning differences in the Academic Support Program. The duties include planning for individual student sessions based on documented needs, communicating with teachers and parents on a regular basis, and remaining current on various learning strategies. When needed, the Learning Specialist will help foster a greater understanding about learning differences within the school community. The Learning Specialist reports directly to the Chair of the Academic Support Program.

SKILLS, EDUCATION, AND EXPERIENCE:

Required:

1. At least three years as a classroom teacher;
2. Experience working with small groups or one-on-one with students;
3. Strong organizational, communication, and interpersonal skills.

Preferred:

1. Experience working with students that have learning challenges;
2. Masters degree in an education-related field (ideally in special education);
3. Knowledge of student data analysis.

OVERVIEW OF RESPONSIBILITIES:

1. Provide individual intervention for up to 10 students, within any grade level at St. David's, with diagnosed learning challenges for two sessions per week;
2. Write a Program Plan, itemizing goals and objectives for each student at the beginning of each year, and supply a copy to parents;
3. Produce and send a detailed, itemized report containing the progress made for each goal and objective stated on the Program Plan at the end of each trimester;
4. Contact parents of students receiving service at least twice each month by email or phone;
5. Coordinate parent/teacher meetings, as needed, for students who are struggling;
6. Review online information and grade-level calendars,

7. Complete weekly lesson plans for each student;
8. Track the performance of individual students by maintaining regular contact with the students' teachers and by reviewing test scores and grades;
9. Remain current on learning strategies in the areas of reading, writing, mathematics and study tactics;
10. Attend professional development seminars;
11. Attend weekly department meetings and monthly grade level or division meetings;
12. Upon request, participate in Admissions screenings and Speech, Language, and Hearing screenings for all kindergarten students and new students in the Lower School.

The candidate will embrace fully the school's mission, philosophy, and traditions. Salary and benefits are competitive, and the work environment is collegial. The schedule/hours for this role are currently under review. All candidates are encouraged to visit the St. David's School website, stdavidraleigh.org, to learn more about the mission and vision of the school and to download our Employment Application and Questionnaire.