

Elementary SAS Learning Lab Teacher | Job Description

Overview

Student Academic Support exists to provide students the opportunity to maximize their learning abilities in order to reach their full academic potential. The Learning Lab Teacher works within the SAS program and within each separate division to provide support to students enrolled in the SAS program. The Learning Lab Teachers work as a team to implement the program framework and case management in one specific division. The SAS Learning Lab Teacher will have the opportunity to shape, teach, and support students enrolled in the SAS program.

Essential Characteristics

- Highly organized
- Collaborative leadership skills
- Adept at conflict management
- High Emotional Intelligence
- Deeply empathetic
- Knowledge of special education laws
- Willingness/ability to model and implement best practices
- Experience with language-based learning differences (dyslexia, etc...)
- Wide array of proven strategies for children with learning differences
- Customer service mindset
- Effective communication skills
- Problem solver
- Self-driven

Responsibilities

- Current Students
 - Model best practices for student learning and teacher pedagogy
 - Recommend accommodations for new student plans from psycho-educational testing reports
 - Collaborate with SAS Department Chair and SAS teachers to write Accommodation Plans for students meeting eligibility
 - Meet with new parents/students to review Accommodation Plans as needed
 - Recommend updates to Accommodation Plans for current students who receive updated testing as needed
 - Administer routine assessments for students enrolled in the SAS program and communicate information gathered with parents
- Teachers
 - Support teachers with necessary knowledge and skills to execute best practices
 - Assist school leaders with securing qualified SAS teachers
 - Assist with programming and implementation of accommodations
 - Writing Accommodation Plans and meeting with families to share data, celebrate growth and analyze needs and next steps for students
 - Continue to self-reflect on professional needs for support and resourcing
 - Collaborate with division SAS Department Chair on a regular basis to identify educational strategies that best deliver instruction to students in support of their academic needs and model those strategies

- Administrative
 - Research special education topics of interest/concern to share with classroom teachers, parents
 - Implement a reporting template to engage in regular and consistent reporting/updating with parents
 - Attend department, division, all school meetings, parent accommodation meetings and other pertinent meetings regarding caseload students

- Student Data & Communication
 - Regularly and consistently interface with SAS students and families
 - Ensure that all SAS student counts/student data are accurate for documentation purposes
 - Maintain student confidentiality
 - In conjunction with school leaders including the SAS Department Chair and division principal, respond to and resolve difficult and sensitive inquiries and complaints regarding SAS students and programming
 - Provide quarterly updates to SAS Department Chair division Principals about students in SAS. This includes, but is not limited to data about progress, relative strengths and weaknesses, standards and non-standard accommodations and program goals/objectives.
 - Continuously communicate and provide excellent customer service for SAS through coffees, website program descriptions, conferences, phone calls, email and newsletters

DIVISION SPECIFIC

- ES:
 - Provide 7 grade levels support within the school year.
 - Meet with parents and teachers on a regular basis as adjustments will need to be addressed on a more frequent basis with younger students
 - Assist teachers with specific strategies to support students in the SAS program
 - Provide/attend after school seminars that directly relate to teacher needs or parent/student needs
 - Plan and execute in collaboration with the SAS Department Chair and assistant principal, the logistics of ERB regarding accommodations.
 - Attend Open Houses, Coffees if possible
 - Continue to collaborate with the division SAS Department Chair and redesign of the previous support program addressing the needs of current students.
 - Investigate and provide opportunities to assess students in the SAS program to monitor progress using research based assessment tools.