



Interim Associate Director of Learning Services

JOB TITLE: Associate Director of Learning Services

REPORTS TO: Director of Learning Services

CLASSIFICATION: 65% Exempt (un-benefitted)

DATES: ~ October 10, 2022– June 3, 2022

Hours/days to equal 65% are flexible; we will consider applicants with a desire to work from 8:30–1:45 or 10:30–3:45 each day or 3.5 full days (8:30–4:30) a week.

The Interim Associate Director of Learning Services is a 65%, temporary position (for the remainder of the 2021-2022 school year) held by an individual with a minimum of a bachelor's degree and experience in learning services or related work. This person will work with students and families to implement Marin Academy's Learning Services program from intake to defining appropriate accommodations to ongoing support to promote student access. Our learning services program celebrates academic excellence, while keeping inclusivity of all types of learners—from all types of backgrounds—at the center.

Work with Students

- Helps to identify students with learning disabilities
- Serves as case manager for ~35 students with learning disabilities, including writing, updating, and ensuring proper implementation of learning plans
- Reads, interprets, and translates educational testing into appropriate accommodations and/or interventions
- Follows-up with LD students on a regular basis to make sure they are both getting the support they need and learning to be strong self-advocates
- In collaboration with DLS, imagines, plans and delivers regular and ongoing educational student workshops to foster self-advocacy and metacognition among our LD population
- Supports our Learning Profile Affinity Group for students

Work with Parents

- Counsels parents and guardians of LD students on developmentally appropriate ways to support their teens' academic experience
- Serves as a resource for students and families on learning disabilities and identifies potential outside resources for further education



- Fosters clear and transparent communication around school values and policy
- Makes referrals to families for professional evaluation and ongoing support

Work with Faculty

- In coordination with the DLS and Academic Dean, serves as a resource and works to develop faculty capacity and skills in working with students with learning disabilities
- In collaboration with class deans and advisors, communicates with specific teachers about particular LD students who are truly struggling and/or need significant accommodations in order to find an appropriate level of access to MA curricular and school expectations
- Regularly communicates and offers counsel around students of concern with school counselor, class deans, advisors, Academic Dean, parents and teachers.

Additional Responsibilities

- Assists with management of communication between the school, families, and the College Board and/or ACT to arrange for appropriate accommodations
- In addition to LD students, manages appropriate accommodations for the following groups of students:
 - Students with temporary or permanent medical conditions, such as diabetes or vision or hearing challenges
- Collaborates with the Assistant to Learning Services
- Helps manages a school-wide peer tutoring program
- Assists in visioning and developing (including communicating about, supervising, and collecting data on) the new Learning Lab
- In the spring, may need to support the onboarding of incoming ninth graders

Note: This position is to fill an approved temporary leave, but may continue past that employee's return. Should the permanent Associate Director of Learning Services return this school year, the interim position could remain at 65% for the duration of the school year or, at the employee's desire, shift to 50% or less. Regardless, upon the return of the Associate Director of Learning Services, the interim position's responsibilities will transition to a focus on the following:

- Supervising and supporting students in the Learning Lab
- Increasing peer tutoring program support



- Managing Placement Day accommodations
- Assisting in supporting AP exam coordination
- Digitizing past Learning Services files

MA is in the early years of an ambitious strategic plan which emphasizes interdisciplinary and transdisciplinary teaching and learning, competency-based assessment, and equity and inclusion. Candidates eager to work toward these strategic goals will be prioritized in our search process. Furthermore, we welcome candidates who are eager to grow in their professional lives and who demonstrate a willingness and an ability to engage in reflection on their practice.

MA values the inclusion of many voices and perspectives, and candidates should have the inclination and experience to work in a diverse community focused on issues of equity and social justice.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." The school is a vibrant and diverse community, and students and teachers alike continue to work towards the furthering of an inclusive and supportive school. Marin Academy is an equal opportunity employer committed to excellence through diversity, and people of color and women are encouraged to apply. For more information about Marin Academy, please visit our website (www.ma.org).

Please email resume and letter of interest to:

Rebecca Gustin, Director of Learning Services
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