



Austin Preparatory School Teaching and Learning Specialist

The Teaching and Learning Specialist provides oversight of the cohort of students with documented learning differences. They will assure that the accommodations needed for those students are being met by the teachers, students, and parents of that cohort. Additionally, the Teaching and Learning Specialist will train the faculty - individually and as a whole - in best practices and in the implementation of specific accommodations. The Teaching and Learning Specialist reports to the Assistant Head/Head of Upper School. The candidate is expected to also be involved in the extracurricular life of the school.

Responsibilities include, but may not be limited to the following:

1. Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
2. Oversees caseload of those Austin Prep students who have documented learning differences, including review of IEP, 504 plans, and neuropsych testing.
3. Creates accommodation plan summaries for each of those students which will be shared with teachers, advisors, students, and parents.
4. Provides professional development opportunities for teachers who are working with students who have accommodation plans
5. Provides professional development opportunities for all faculty on universal design, student-centered learning and differentiated learning.
6. Develops, improves, and implements an instructional effectiveness assessment program for the students and faculty.
7. Researches education teaching best practices and develops tools and resources for faculty members to utilize.
8. May develop course curriculum and deliver instruction.
9. Communicates with parents of students in her/his caseload.
10. Contribute to a "parent education" series of presentations.
11. Oversees accommodation requests for standard testing, including but not limited to SAT and ACT.
12. Attends and actively participates at Student Success meetings with other administrators.
13. Serves on the Academic Board.
14. Support the school and its leadership in advancing the mission of Austin Prep.
15. Must maintain high levels of confidentiality.
16. To perform other duties as assigned by the Head of School.

Qualifications and Experience Requirements:

1. Bachelor's Degree required; advanced degree preferred.
 2. 3-5 years of experience working in a school setting with students.
 3. Proven success with developing and executing learning plans for students.
 4. Experience with analyzing problems, identifying alternative solutions, projecting consequences, and making recommendations in support of goals.
 5. Excellent written and verbal communication skills.
 6. Proficient level of technical knowledge (i.e. Apple, PC, MS Office)
-