



**Job Description:** Third–Eighth Grade Learning Specialist

**Job Status:** Full-time

**Reports to:** Division Heads

**Schedule:** August 1<sup>st</sup>- Mid-June

### **Position Summary**

The Third-Eighth Grade Learning Specialist is a valuable part of the St. Paul's teaching team, working closely with grade level teachers and the division heads to ensure students' learning needs are met through one-on-one and small group sessions, in class support, and collaboration with parents. The Learning Specialist will help ensure a unified approach to learning plan implementation across disciplines and grade levels. They should be equipped to identify signs of learning differences and aid in intervention as well as provide recommendations for outside testing and additional resources. Finally, they will research and support additional professional development for faculty members to improve their classroom response for students with varied learning needs.

### **Major tasks & duties**

- Work collaboratively with faculty and counselor to identify students in need of potential educational testing and academic support
- Support students with learning differences in one-on-one and/or in a small group setting outside of the classroom
- Provide student support within the classroom setting during instructional time
- Collaborate with parents and faculty to create a strong partnership built on empathy
- Provide direct instruction and scaffolding for students on strategies and skills for academic success
- Analyze and summarize educational testing results and design and implement a support plan
- Conduct informal screenings, assessments, and classroom observations
- Lead student support meetings with faculty
- Coordinate or lead professional development in the areas of learning differences
- Advise students, parents, and teachers to build on a student's strengths and to strengthen their skills and abilities in areas where they have challenges

### **Minimum qualifications**

- Bachelor's degree in related field
- Knowledgeable and experienced with Best Practices for Dyslexia, Dysgraphia, Dyscalculia, and ADHD
- A joyful and positive disposition; recognizes the potential of every child
- Demonstrated commitment to ongoing professional development

### **Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

**Date Approved:** \_\_\_\_\_