



Associate Director of Learning Services

JOB TITLE: Associate Director of Learning Services

REPORTS TO: Director of Learning Services

CLASSIFICATION: Exempt, part-time (50%–75%)

- Works with students and families to implement Marin Academy's Learning Services program, from intake to defining appropriate accommodations, providing ongoing support, and promoting student access.
- Executes a learning services program that celebrates academic excellence, while keeping inclusivity of all types of learners—from all types of backgrounds—at the center.
- Serves as a liaison between families and the school and a resource to the faculty.

Work with Students

- Helps to identify students with learning disabilities
- Serves as case manager for 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

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



- In collaboration with DLS, coordinates two-three evening parent education evenings each year on relevant issues

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/academic counselors, communicates with specific teachers about particular LD students who are truly struggling and/or need significant accommodations to find an appropriate level of access to MA curricular and school expectations
- Regularly communicates with school counselor, class deans, advisors/ACs, Academic Dean, parents, and teachers and offers counsel around students of concern

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 students with temporary or permanent medical conditions, such as diabetes, vision, or hearing challenges
- Collaborates with the Assistant to Learning Services
- Coordinates with the Registrar and the Assistant to Learning Services to ensure that students receive appropriate accommodations during exams
- Sits on a single committee as designated by the school
- Refines and manages a school-wide peer tutoring program

MA is in the middle 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 progress. 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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