



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### LEARNING SPECIALIST (10-MONTH)

**Job Summary:** U of D Jesuit is seeking an outstanding and highly qualified Learning Specialist to work in our Arrupe Center. The Learning Specialist is a full-time position at U of D Jesuit that provides academic services to all students. This includes students who have been diagnosed with specific learning differences and students who have learning accommodation plans. The Learning Specialist works cooperatively with teachers, counselors, and administration to support all students.

The successful candidate will be supportive of the mission of a Catholic, Jesuit high school and formation of the whole person. The position requires strong interpersonal skills, which result in strong relationships with a broad variety of people.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed teacher application form, located on this webpage, to [Facultyjobs@uofdjesuit.org](mailto:Facultyjobs@uofdjesuit.org).

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Compensation:** Commensurate with qualifications and experience. Full benefits package included.

**Reports to:** Assistant Principal for Academic Affairs

**Employment Category:** Full-time, Exempt, 10-Month

### **Duties and Performance Responsibilities:**

- Understands educational evaluations and the documentation required for academic accommodations.
- Develops profile sheets and academic plans for students with documented learning differences; students on academic probation; and students referred by faculty members as needing academic assistance.
- Serves as a liaison between students and parents and outside agencies.
- Coordinates and reviews accommodation plans for students with documented learning differences.
- Communicates with teachers and parents on a consistent basis, as determined by the individual student's needs.
- Utilizes assessment data to plan for and implement small and individual academic interventions.
- Teaches and models executive function skills including, but not limited to, study skills, organizational skills, and motivational skills.
- Participates in and facilitates departmental and school-wide professional development initiatives.
- Has a fluency in multiple intelligences and techniques for adapting to individual learning styles.
- Maintains a list of students with learning differences and their required accommodations. Works with faculty to coordinate accommodations.
- Observes individual students during classroom instruction.
- Screens students for possible learning disabilities.
- Recommends and makes referrals to outside agencies when learning differences are suspected.
- Works cooperatively with Admissions to coordinate intake meetings in order to assess and make recommendations for students with lower test scores and documented learning differences.
- Works cooperatively with the Academic Affairs Office and faculty to accommodate extended testing of routine assessments, standardized testing and semester exams.
- Works with the Academic Affairs Office in developing summer school curriculum requirements.
- Participates in the U of D Jesuit Board Academic Committee.
- Works on other special projects as assigned by the Assistant Principal for Academic Affairs.
- Adheres to policies related to boundaries with students.
- Attends required abuse risk management training.
- Adheres to procedures related to managing high-risk activities and supervising students.

- Reports suspicious and inappropriate behaviors.
- Follows mandated abuse reporting requirements.
- Other duties and responsibilities as assigned.

**Qualifications and Experience:**

- Bachelor's Degree; Master's Degree preferred.
- Teaching credential(s) in Special Education.
- Certification/licensure in appropriate areas.
- Three years' experience in a similar position performing the duties and demonstrating a high level of the knowledge, skills and abilities listed above; five years preferred.
- Experience working with students with accommodation plans preferred.
- Experience in a diverse school preferred.
- Experience working with students qualifying for Title I programs preferred.

**Other Skills and Abilities:**

- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Drive, Adobe, Zoom, etc.
- Ability to implement policy and procedure.
- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.

**Physical Working Conditions:**

- Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).
- Prolonged periods sitting at a desk and working on a computer.

**Working Environment:**

Regular exposure to favorable conditions such as those found in a normal office.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status,

protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.