



Learning Specialist and Instructional Coach

(Position Available Immediately)

Overview

Sacred Heart Academy “SHA” Bryn Mawr (PA) is a Catholic, independent college preparatory school for girls founded in 1865 by the Religious of the Sacred Heart of Jesus and lay-owned and governed since 1969. Serving approximately 200 students in kindergarten through twelfth-grade, the School is seeking a self-directed, experienced, and energetic Learning Specialist and Instructional Coach in anticipation of the 2023-2024 school year.

The Learning Specialist and Instructional Coach will provide learning support and enrichment for students as well as build teacher capacity and understanding of instructional best practices. SHA seeks a community builder with a passion for helping students with learning differences. Candidates will have excellent communication and relationship-building skills and be motivated to work collaboratively with School constituencies including the senior leadership team, parents, and affiliated providers. Enthusiasm, a strong work ethic, impeccable organizational skills, and the ability to build a strong rapport with students of all ages are key. Candidates will commit to ongoing professional development and lifelong learning, and have an understanding of and appreciation for girls' education.

Responsibilities May Include

- Interpret psychological-educational testing to create learning profiles which identify academic needs and accommodations to enhance academic success.
- Consult with the SHA faculty to review learning profiles and accommodations and ensure optimal learning experiences for students in their classes.
- Collaborate with the Director of Academics to design and present professional learning experiences to faculty and staff.
- Coordinate with the School Counselors to support students who have Other Health Impairments (OHI) that inhibit their ability to access the curriculum.
- Monitor the academic progress of all students with a diagnosed learning disability, and collaborate with the Director of Academics and grade level deans/homeroom teachers on appropriate academic interventions.



- Make referrals to the Delaware County Intermediate Unit (DCIU) for professional evaluations for students who have encountered challenges that may indicate an undiagnosed learning disability.
- Work with students in grades K-12 to establish foundational math or literacy skills and extend learning in small groups, large groups, and/or 1:1 formats as appropriate.
- Support students with executive functioning skills and active study methods in small groups and/or 1:1.
- Serve as a consulting professional in the admission and placement processes.
- Maintain strong communication with colleagues, families, and administration through written notes, emails, calls, and in-person discussions.
- Support testing accommodations as needed including extended-time proctoring, small group, and/or breaks as needed. Coordinate requests to College Board and ACT for accommodations and proctor extended time testing for standardized exams.
- In collaboration with School administrators and/or counselors, meet on a regular basis with parents of students with a diagnosed learning disability to review learning goals and progress.
- Celebrate and promote the mission of the school.
- Other duties as assigned.

Qualifications

- Master's Degree in Special Education, Literacy, Curriculum and Instruction, or another related field.
- 3-5 years teaching students with diverse needs.
- In-depth knowledge of mathematics, reading, and writing curricula; demonstrated experience in differentiation, enrichment, and intervention strategies; facility with a variety of common academic and behavioral assessments.
- Enthusiasm for embracing the independent school model of mentoring, advising, and supporting students outside the classroom.
- Experience with G-Suite/Google Apps for Education.
- Familiarity with Wilson Foundations preferred.
- Comfortable using online texts, SMART Boards, Blackbaud, and other computer systems.
- Willingness to engage with, support, and learn from people with diverse backgrounds and experiences.
- Commitment to building a diverse, equitable, and inclusive school community.



- Eagerness to contribute positively to the SHA community and uphold its Mission including a commitment to the Sacred Heart *Goals and Criteria*.
- Ability to bring joy, kindness, maturity, and flexibility to the school environment.

To apply for this position: Please send a cover letter, resume, and contact information for three professional references to the Learning Specialist Hiring Committee at admin.opening@shabrynmawr.org.

Sacred Heart Academy Bryn Mawr is part of a national network of 25 independent schools located in North America which share a common heritage and vision. There are 150+ Sacred Heart schools around the world providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, and service opportunities. Sacred Heart Academy is an accredited member of the Pennsylvania Association of Independent Schools (PAIS) and a member of the Association of Delaware Valley Independent Schools (ADVIS) and the National Association of Independent Schools (NAIS).

To learn more about Sacred Heart Academy Bryn Mawr, please visit

<https://www.shabrynmawr.org/>

Mission

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to the *Five Goals and Criteria* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.

Notice of Non-Discrimination

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including



recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.