

**John Carroll Catholic High School
Diocese of Birmingham in Alabama**

**Learning Support Specialist
Job Responsibilities**

Responsibilities to Students and their Families:

- Responsible for the scheduling and management of the programs of students identified with special needs from 9th to 12th grades
 - Perform intake interviews of students with disabilities and determine need for accommodations
 - Analyze medical, psychological, and other documentation to determine eligibility for services and school-appropriate accommodations
 - Coordinate requests for diagnostic testing for learning disabled students through the liaison with Birmingham City Schools and Alabama Vocational Rehabilitation
 - Provide disability management and academic advising to the student as it relates to the student's disability
 - Be available to implement test and exam accommodations, including reading or writing for students
- Provide academic advising for students who are experiencing poor academic performance

Responsibilities to Administration:

- Assist in developing policies and procedures for students with disabilities
- Provide information on services for students with disabilities to potential students and family members
- Assist with the development of the school's master schedule
- Work with Admissions team to ensure appropriate acceptance and placement of incoming students

Responsibilities to Faculty/Staff:

- Advise the faculty of the specific needs of individual students
- Work with teachers to ensure appropriate implementation of student accommodations
- Support the classroom teachers in the classroom through collaborative teaching and program planning and implementation
- Assist classroom teachers with the creation of appropriate assessments for students of all levels
- Enhance faculty knowledge of materials, strategies, and the latest research in the area of learning disabilities through in-service training