Position Title: Upper School Learning Specialist

Date Modified: July 2023

FLSA Classification: Full-time exempt

Reports to: Director of the Center for Academic Excellence

Position Purpose: The Learning Specialist of the Upper School is responsible for ensuring equitable access to academic support services for Upper School students. The Learning Specialist will collaborate with students, families, and faculty, to foster a supportive and inclusive learning environment.

Essential Functions

1. Develop and implement a comprehensive tutoring program:
   - Identify students' academic needs, coordinate and provide appropriate 1:1/group tutoring support.
   - Collaborate with teachers to align tutoring sessions with curriculum goals and objectives.
   - Monitor and evaluate the effectiveness of tutoring programs to ensure student progress.

2. Facilitate accommodations for students with diverse learning needs:
   - Ensure and support accommodations as outlined in the Upper School handbook.
   - Create and follow an organized and efficient program for applying for standardized testing accommodations.
   - Collaborate with faculty to schedule and administer extended testing sessions.

3. Foster a supportive and inclusive learning environment:
   - Conduct intake assessments to identify students' strengths, challenges, and support requirements.
   - Collaborate with faculty, counselors, and families to develop personalized academic plans.
   - Promote the use of research-based instructional practices and strategies for diverse learners.

Qualifications:

- Bachelor's degree in education, special education, or a related field (Master's degree preferred).
- Extensive knowledge of inclusive education practices, and differentiation strategies.
- Experience working with high school students, in tutoring, and special & gifted education.
- Excellent communication and interpersonal skills to collaborate effectively with students, families, faculty, and staff.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong organizational and time management skills to manage multiple responsibilities and deadlines.
- Supports Shorecrests Mission and core values.
Physical Requirements and Work Environment

- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate-controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Acknowledgment
I understand the responsibilities and competencies of the Upper School Learning Specialist

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Signature

_______________________________
Date

Non-Discrimination Notice
Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School’s compliance with the application and administration of the School’s nondiscrimination policies should be directed to Kristine Grant, Head of Middle School, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727)-522-2111, kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR). Please refer to the School’s Non-Discrimination Compliance Policy on the School’s website for information on how to file complaints with OCR.

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