Learning Specialist
August 1, 2024 Start Date

This is an excellent opportunity to educate students from around the world, gain valuable experience at a leading independent school, as well as work in a supportive professional environment.

The Taft School seeks a full-time Learning Specialist for a summer 2024 start.

The Learning Specialist role exists to support our students’ diverse learning needs and learning styles. They partner with all parties including teachers, advisors, deans, parents, and students, as well as outside-of-school support mechanisms.

Qualified candidates will have a special education degree and/or learning support teaching background and experience working with diverse students, learning styles, and behavioral needs.

This position reports to the Director of the Moorhead Academic Center.

Responsibilities Include:

➔ Assess students to identify learning strengths and challenges.

➔ Provide one-on-one support in academic skills, study strategies, and executive functioning.

➔ Consult and collaborate with teachers and deans to understand the academic, organizational, and accommodation needs of students.

➔ Review and interpret psychoeducational evaluations to develop formal accommodation plans.

➔ Communicate regularly with parents about student progress and outcomes, in particular at report card intervals.

➔ Contribute to accommodations requests to College Board and ACT, as well as assist with proctoring tests for approved students.

➔ Serve as an advisor to students and participate on relevant committees.

➔ If applicable to job design, contribute to evening duties.
Qualifications:

➔ Experience as a learning specialist or in a related position.
➔ Knowledge of learning disabilities, psychoeducational assessment and assistive technology.
➔ Demonstrated experience of collaborative work with diverse groups of students, employees, administrators, and other campus parties to support and expand programmatic and institutional goals.
➔ Strong, professional oral, and written communication skills, as well as technological skills.
➔ Ability to organize and manage schedules for student support as well as related communications.

Wages/Benefits:
This is a full time, salaried position, that is eligible for The Taft School’s full benefits package including: medical, dental, retirement, life and AD&D, tuition remission, and housing stipend. On campus housing is not available at this time.

Interested candidates for this position should email a PDF copy of their resume and a brief cover letter to: deanoffaculty@taftschool.org

The Taft School is an affirmative action-equal opportunity employer. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran’s status, genetic predisposition or any other class protected by law.