



First – Fourth Grade Learning Specialist

Job Status: Full-Time

Reports to: Division Heads

Schedule: August 1st- Mid-June

Position Summary

The First-Fourth Grade Learning Specialist works closely with teachers and the division head to ensure students' learning needs are met using one-on-one and small group sessions, in class support, external resources, and ongoing partnership with parents. The First-Fourth Grade Learning Specialist works closely with the K-Second Grade Reading Specialist and the Fifth-Eighth Grade Learning Specialist to ensure a comprehensive and unified approach to student support across disciplines and grade levels. They will identify signs of learning differences, aid in intervention, and provide recommendations for outside testing and additional resources. Finally, they will research and support professional development for faculty members to improve their classroom response for students with varied learning needs.

Major tasks & duties

- Work collaboratively with faculty, reading specialist, and division head to identify students in need of potential educational testing and academic support
- Support students with learning differences in one-on-one and/or small group sessions
- Provide student support within the classroom setting during instructional time
- Collaborate with parents and faculty to create a strong partnership built on empathy and skill building
- Provide direct instruction and strategy/skill scaffolding to set students up for academic success
- Analyze and summarize educational testing results and design and implement a support plan
- Conduct informal screenings, assessments, and classroom observations
- Lead student support meetings with faculty during grade-level, divisional, and all school faculty meetings
- Lead meetings with faculty to analyze student data and guide intervention
- Meet periodically with students' families to review needs, data, interventions, and progress
- Coordinate or lead professional development about learning differences

Minimum qualifications

- Bachelor's degree in related field
- Knowledgeable and experienced with best practices for Dyslexia, Dysgraphia, Dyscalculia, and ADHD
- A joyful and positive disposition; recognizes the potential of every child
- Demonstrated commitment to ongoing professional development

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

Position Benefits

St. Paul's offers a salary and benefits package that is highly competitive when compared with regional public, parochial, and independent schools. Benefits include health, dental, and vision insurance, 80% tuition remission for faculty K-8 children (25% for early childhood), a generous 403(b) retirement plan, ongoing professional development opportunities, and free lunch.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.