Community School of Naples is conducting a search for an experienced and dynamic educator and compassionate leader to serve as **Learning Resource Specialist** beginning in **early summer 2024**. Under the general supervision of the Head of Upper School, Learning Resource Specialist provides instruction, educational support and reinforcement of academic concepts and executive functioning such as study skills, note-taking, and time management.

This role entails close partnership with the Coordinator of Student Support, Upper School Faculty and School Counselor. Communication with parents and outside support is critical, enabling a team approach to supportive instruction. Ideally, candidates will be flexible, innovative, empathetic, and predisposed to working collaboratively with administrators, teachers, parents, and students. Excellent communication and organization skills are a must.

Community School of Naples is one of the top independent schools in southwest Florida. CSN has a high retention rate with many dedicated teachers here for longer than 10 years; some more than 20. CSN students track higher than all other southwest Florida schools in test scores, extracurricular activities, and college acceptances. The school’s beautiful 77-acre campus features lush landscaping, many ponds and an open atmosphere.

**Responsibilities include:**

- Work with students individually to teach study skills, organization, and planning skills and support students in connecting with teachers in content areas.
- Manage communication of student need to Upper School faculty and act as a student’s advocate.
- Support faculty in understanding student learning profiles and in differentiating classroom instruction for students with varied learning styles or specific learning challenges.
- Participate in grade level meetings and Upper School Student Support Team as appropriate.
- Maintain active communication with students' families and outside support regarding students' progress, challenges, and learning needs.
- Attend Parent-Teacher Conferences to discuss student progress with parents, if required.
- Meet with parents as necessary to discuss the progress of their child individually.
- Counsel families on learning support and assessment accommodations.
- Support teaching staff by offering resources, assistance, advice and training to enable faculty to better meet the needs of all learners.
- Perform other duties as assigned by the Head of Upper School.
Requirements

- Bachelor’s degree in special education or related field. Master’s degree preferred.
- At least four years of experience as a learning specialist or in a related role. Independent school experience preferred.
- Ability to collaborate with faculty, staff, administration, and parents.
- Familiarity with legal responsibilities of independent schools related to IEP and 504 plans.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

Compensation & Benefits

This position is a full-time, instructional position, paid on an annual salary commensurate with experience, degree attainment and qualifications. The competitive benefits package includes medical, dental, vision, disability, AD&D, life insurance, Aflac, Legal Shield, and pet insurance in addition to eligibility for our generous 403(b) retirement program. Complimentary breakfast and lunch are offered on all school days. Please visit our website for more details about the benefits of a career at CSN.

- Fingerprinting and background checks are a required part of CSN’s employment eligibility process.
- Community School of Naples is an Equal Opportunity Employer