

**St. Mary's Academy  
Employment Posting**

**Job Position: Middle School Learning Specialist**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation. SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect. SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

**Job Description:**

St. Mary's Academy is seeking a Middle School Learning Specialist. This is a full-time, 10-month, exempt position reporting to the division principal, beginning in August 2024. The position entails teaching small group academic support classes for students with diagnosed specific learning disabilities, co-teaching (or pushing into) middle school classes, an advisory course, and an elective class. The Learning Specialist works closely with other teachers across the Academy, and the Middle School faculty as a whole to develop the division's program. This individual supports the organization by planning, organizing, and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Through regular conversations with their division principal and colleagues, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of SMA that their work goes beyond the classroom and includes not only the academic preparation of the student, but also the emotional, social, and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

**Major Duties and Responsibilities:**

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences;
- Establish and communicate clear objectives for all learning activities;
- Review and evaluate the needs of children using psycho-educational evaluations, standardized testing, and informal observations.
- Create accommodation plans, update plans, and host yearly formal accommodation meetings.
- Formally monitor students receiving intervention and those who could potentially benefit from intervention.
- Teach 3 to 4 classes a day, which includes an elective;
- Maintains Canvas with a weekly report of upcoming daily topics, activities, and class/home assignments as well as links to other core class sites;
- Serves as a student advisor;
- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet students' varying needs;
- Use relevant technology to support instruction;
- Observe and evaluate student's performance and development;
- Assign and grade class work, homework, tests, and assignments;
- Provide appropriate and timely feedback on work;
- Encourage and monitor the progress of individual students;
- Maintain accurate and complete records of student progress and development;
- Prepare required reports on students and activities;
- Manage student behavior in the classroom by establishing appropriate rules and procedures;
- Perform certain pastoral duties including student support, counseling students with academic problems, and providing student encouragement;
- Participate in co-curricular and extracurricular activities such as social events, sporting events, clubs, overnight trips, community service, and other school community activities;
- Participate in department and school meetings, parent meetings;
- Communicate regularly with students, colleagues, and parents regarding student progress and student needs;
- Keep updated with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy

**Qualifications/Requirements:**

Qualifications/Requirements: Education and qualifications should include the following: Bachelor's degree

- Master's degree or teaching certification is strongly preferred
- 3+ years of teaching experience preferred
- Willingness to build and maintain collaborative relationships with colleagues and parents
- Demonstrated passion for nurturing and empowering neurodiverse learners

- Knowledge and/or training in reading intervention programs such as Orton-Gillingham is strongly preferred
- Commitment to employing a positive, growth mindset to teaching
- A sense of resonance with the St. Mary's Academy mission.

**Salary/Benefits:**

The salary range for this full-time, exempt position is \$50,000.00 - \$68,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at [lbrookhart@smanet.org](mailto:lbrookhart@smanet.org). No calls, please.