



JOB OPPORTUNITY: LEARNING SPECIALIST

Martin J. Gottlieb Day School is currently seeking an enthusiastic Learning Specialist to join our team in supporting our exceptional students. Situated on a 35-acre campus in the heart of Mandarin, our school is founded on principles of respect and kindness, serving as the cornerstones of our dual secular and Jewish studies programs. Our goal is to nurture the mind, body, and spirit of each child, ensuring they feel cared for and celebrated as individuals. Our close-knit community of faculty and staff is dedicated to the success of every student. Join us on this journey!

Essential Functions

- Provide specialized support and interventions to students with diverse learning needs.
- Develop individualized education plans based on assessments and evaluation reports.
- Monitor student progress and adjust interventions as needed for growth.
- Enhance or extend classroom lessons for students needing enrichment or support.
- Support students directly in one-to-one, small group, or “push in” instruction.
- Maintain accurate and complete student records.
- Collect, organize, interpret, and share assessment data.
- Collaborate with colleagues, parents, and administrators to support student progress and achievement.
- Partner with the School Counselor to provide appropriate information to advocate for students.
- Stay current on best practices and provide professional development and resources as needed.

Qualifications

- Bachelor’s degree in education-related field, Master’s degree in Exceptional Student Education or related field, preferred
- 3 to 5 years of experience providing targeted intervention
- Familiarity with legal responsibilities of independent schools related to educational service plans
- Enthusiasm for teaching students of all abilities
- Ability to maintain the privacy of personal and highly sensitive information
- Excellent verbal and written communication skills
- Demonstrated organizational skills
- Demonstrated proficiency in the use of technology

General Expectations

- Show a strong willingness to receive feedback regularly, engage in professional growth, and make significant contributions to the school community
- Demonstrate enthusiastic support for the school's mission
- Communicate effectively and collaborate with all school personnel, families, and the broader educational community
- Engage in reflective, self-directed professional development activities
- Perform additional duties as assigned

To apply, please submit your resume, cover letter, and any relevant certifications to khallett@dubowgottlieb.org. All inquiries and nominations are kept confidential. We look forward to welcoming you to our team!

Martin J. Gottlieb Day School is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.