



**Position Title:** Center for Academic Excellence: Lower School Learning Specialist: Speciality: Literacy  
**Date Modified:** March 2024  
**FLSA Classification:** Exempt-Full time  
**Reports To:** Director of the Center for Academic Excellence  
**Position Purpose:** The role of the Learning Specialist encompasses providing support to both individual students and the broader school community in effectively addressing diverse learning variances while fostering a culture of differentiated instruction.

### Essential Elements

- **Diagnostic Proficiency:** Expertly observes and conducts comprehensive screenings to identify learning difficulties or disabilities among students in grades K-4.
- **Curriculum Integration and Collaboration:** Leads collaborative efforts with faculty to seamlessly integrate tailored curriculum and instructional methods, ensuring optimal support for students with diverse learning needs.
- **Targeted Intervention Design:** Designs and executes developmentally appropriate intervention strategies through targeted small group activities, aligning with student requirements and overarching school objectives.
- **Community Engagement:** Engages actively with faculty, division head, curriculum dean, external tutors, and parents to facilitate a cohesive support system for students, fostering alignment with educational objectives and strategies.
- **Specialized Student Advocacy:** Offers expertise in contributing to discussions and referral processes for individual students, advocating for specialized interventions where necessary.
- **Data-Driven Instruction:** Utilizes a sophisticated understanding of assessment data and methodologies to structure precise and effective individualized and small-group instruction.
- **Referral and Follow-Up Protocols:** Implements a streamlined referral process, ensuring prompt and efficient follow-up actions to address identified needs.
- **Educator Support:** Provides guidance and support to faculty in implementing differentiated instruction and fostering an inclusive learning environment.
- **Progress Monitoring and Reporting:** Collects, analyzes, and maintains comprehensive data demonstrating student progress towards goals, informing ongoing instructional adjustments
- **Assessment Administration:** Contributes expertise in administering benchmark assessments, ensuring accuracy and reliability in evaluating student proficiency.
- **Flexible Task Management:** Executes additional responsibilities as delegated by the Director, demonstrating adaptability and commitment to overall organizational goals.
- Performs other duties as assigned by the Director of the Center for Academic Excellence

### Qualifications

- Bachelor's degree or post-graduate work with a preference for a Master's degree.
- A minimum of five years of teaching and administrative experience within an independent school setting.
- Possession of specialized literacy intervention certification.
- Exceptional proficiency in verbal and written communication.
- Demonstrated aptitude in leadership and facilitation.
- Competence in utilizing basic office equipment.



- Proficiency in leveraging technology for instructional purposes and utilizing web-based tools.
- Dedication to fostering inclusion and addressing social justice and equity concerns.
- Experience or training in working with diverse student populations, including students with special needs or English language learners.
- Familiarity with current educational trends, research, and best practices in literacy instruction.
- Ability to collaborate effectively with multidisciplinary teams, including teachers, administrators, and other educational professionals.
- Strong organizational skills and the ability to manage multiple tasks and priorities effectively.
- Demonstrated commitment to ongoing professional development and staying abreast of advancements in literacy education.
- Experience in designing and implementing data-driven literacy interventions and progress monitoring systems.
- Ability to build positive relationships with students, families, and other stakeholders to support student success and well-being.
- Supports Shorecrest's mission and Core Values

### **Physical Requirements and Work Environment**

- Works in a highly stressful environment, dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate-controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold

### **Acknowledgment**

I understand the responsibilities and competencies of the Learning Center LS Literacy Specialist position

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Signature

Date

### **Non-Discrimination Notice**

Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school-administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, Head of Middle School, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727)-522-2111, [kgrant@shorecrest.org](mailto:kgrant@shorecrest.org) or to the U.S. Department of Education's Office for Civil Rights (OCR). Please refer to the School's Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR.

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