



MAYFIELD SENIOR SCHOOL
of the Holy Child Jesus

Learning Specialist

Mayfield Senior School of the Holy Child Jesus, an independent Catholic girls' high school in Pasadena, California, seeks a passionate and dedicated full-time Learning Specialist to join our team for the 2024-25 school year.

In this role, you will play a vital part in empowering students with learning differences to thrive at Mayfield. Reporting to the Assistant Head of School for Academics and working alongside another Learning Specialist and faculty, you'll develop individualized plans, implement effective learning strategies, and cultivate a supportive environment where each student can succeed.

As a champion of Universal Design for Learning (UDL), you'll guide students across all subjects in strengthening their metacognitive, organizational, time management, and analytical thinking skills. You'll also contribute to the Formation of Self Program and collaborate with the Student Support Team to ensure students have the resources they need to achieve their full potential.

The Learning Specialist must be a student-centered educator who embraces Holy Child values, possesses strong interpersonal skills, and espouses a growth mindset. The ideal candidate will be a champion of social-emotional learning and its role in student success, a collaborative team player with strong initiative and problem-solving skills, and an individual who exudes warmth and a good sense of humor. In addition, the successful candidate will be a patient and persistent professional with excellent communication skills who exhibits enthusiasm for all aspects of school life and fosters a positive and enthusiastic environment.

Key Responsibilities

- Provide individualized and small group classroom support to students, developing strategies for effective learning.
- Review and interpret psycho-educational testing and create personalized learning profiles.
- Collaborate with parents and the student to identify student needs and implement differentiated instruction and learning accommodations.
- Coordinate temporary accommodations for students with specific needs and coordinate work for students with extended absences.
- Recommend resources and liaise with external professionals, including evaluators, educational therapists and tutors, to support student success.
- Track student progress, develop action plans, and participate in weekly support team meetings.
- Proctor extended time tests and maintain communication with relevant school personnel.
- Interface with College Board/ACT, apply for accommodations, and supervise and/or proctor tests, including on some weekends.

- Support admissions by reviewing student evaluations (occasional).
- Offer educational programs for faculty and parents (occasional).
- Facilitate the transition for incoming ninth graders and transfer students with accommodations.
- Teach study skills in the Formation of Self program.
- Engage in professional development to stay abreast of best practices in learning differences and neurodiversity.

Qualifications

- Master's degree in special education preferred.
- 5+ years of teaching experience with expertise in supporting diverse learners at the high school level (independent/girls' school experience a plus).
- Proven ability to build strong collaborative relationships with students, colleagues, and parents.
- Demonstrated leadership in program development.
- Outstanding interpersonal and organizational skills with a commitment to confidentiality.
- Deep understanding of the unique needs of teenage girls.

Compensation & Benefits

The annual salary for this position is competitive and commensurate with experience (\$70,000 to \$90,000).

To Apply

Interested candidates should submit a cover letter, resume, statement of educational philosophy, and three professional references to Lisa Hernandez, Executive Assistant to the Head of School at HR@mayfieldsenior.org.