Learning Specialist

Department: Lower School/Student Services
Reports To: Lower School Head and Director of Student Services
FSLA Status: Exempt
Position Status: Full-Time, 11 Month Position, benefited

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,800 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of The Charlotte Observer's "Top Workplaces 2024", as well as, "Top Workplaces 2023", "Top Workplaces 2022". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2022 and 2023 Healthiest Employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

It is the primary goal of the Learning Specialists to promote the development of the whole child as it relates to his/her/their academic development.
The Lower School Learning Specialist works with students as they become successful learners and self-advocates, helping them make use of a full range of school-based and community resources. This individual works with students who have been diagnosed with a specific learning disability or other learning related issues, those suspected of having a learning issue, and those undergoing an evaluation. The Learning Specialist consults with administrators, teachers, and parents.

The Lower School Learning Specialist is a part of the Student Services Department. The Department meets and works in consultation and support of all divisions and the entire school community. Learning Specialists are expected to maintain confidentiality and adhere to policies, procedures, and protocols as dictated by Providence Day School. Above all, as a member of the community, the Lower School Learning Specialist, along with all faculty and staff, embraces the school's mission and works towards promoting a positive school culture. They should demonstrate an integrated personal and professional commitment to cultural competency and a strong commitment to leading, learning, and teaching in a diverse community. The Providence Day Student Services Department understands that academic, social, and emotional concerns do not happen in isolation; they are intertwined. Through collaboration, the learning specialists and school counselors at each division work hand in hand to support student growth and academic success. The team provides wrap-around support to serve the complex needs of our students.

Essential Duties and Responsibilities

1. Serves and collaborates with the Lower School Student Services Team, which meets weekly. Receives, reviews, and adds teacher referrals and schedules teachers to attend Student Services Team meetings.

2. Participates in parent/teacher conferences, and other meetings when necessary, to review evaluations with the Student Services Team.

3. Consistently observes and works with students who have been evaluated or are undergoing an evaluation; consults with administration to make changes to student's academic support plan, as necessary, and serves as the primary contact person between school and home regarding academic support.

4. Collaborates with classroom teachers and provides (models) recommended classroom interventions/strategies and accommodations. Partners with classroom teachers to implement a variety of instructional techniques and strategies that support students with diagnosed learning differences. Assists with communicating those objectives to the parents.

5. Provides direct instruction and intervention/support to eligible students and consistently works with Tier 3 students.

6. Collaborates with Lower School counselors to better serve students with cognitive, social, and emotional needs.

7. Collaborates with the Student Services Team to help identify outside services needed for students diagnosed with learning difficulties, tutorial support, OT, or speech and language therapy.

8. Consistently meets and collaborates with Middle and Upper School Learning Specialists and the Student Services Department. Attends Student Services Department meetings.

9. Meets with classroom and Special Area teachers before the school year begins to discuss strengths, needs, and strategies for supporting students on the Learning Specialist's caseload.

10. May be required for outside-of-the-classroom activities such as, but not limited to, lunch and recess duty, and carpool duty.

11. Coordinates annual ERB testing for Lower School students (3-5) which includes:
    a. meeting with Middle School Learning Specialist and Director of Student Services to plan/review implementation of ERB testing
    b. coordinating and scheduling ERB proctors
    c. managing ERB budget with Director of Student Services
    d. notifying parents of Extended Time option
    e. planning for extended time for those students who qualify
    f. reserving space for Extended Time test takers
    g. ordering ERB testing materials, school letterhead, labels and envelopes for mailing test results, and labels for ERB results (for student's permanent record)
    h. reviewing assessment data with parents once it is available (as needed)
    i. being responsible for mailing of ERB results to parents
    j. compiling ERB results to present to LS administration, Director of Student Services, and Director of Academic Affairs

12. Keeps and maintains grade-level spreadsheets that are used to help with student placement.

Qualifications: A bachelor's or a master's degree in education, special education, or school psychology is required. The candidate should have a minimum of 3 to 5 years of experience working directly with students who have learning differences. Experience in a school setting is preferred. Candidates should have a strong academic background and possess proficient technology skills. The candidate should also demonstrate a professional commitment to cultural competency and a strong commitment to leading, learning, and teaching in a diverse community. The candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage, and more.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS_LearningSpecialist@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).

Updated: 12/11/2024