



Now Hiring:

## LEARNING SPECIALIST

(Starting August 2025)

New City School, a leading, progressive independent school for approximately 330 students ages three through 6th Grade, seeks an inspiring and dedicated Learning Specialist who will have the responsibility of providing support for students with learning differences in one-on-one and small group settings. The Learning Specialist will also serve as an instructional coach for all faculty members. The position requires maintaining a full instructional load, weekly duties and attending professional meetings.

The ideal candidate will have a deep understanding of child development, progressive pedagogy, and educational research; an understanding of and commitment to diversity, equity and inclusion; a growth-oriented mindset; and a spirit of collaboration and joyful learning. In addition, an understanding of the Responsive Classroom approach is desired.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Effectively and proactively partner with faculty and administration in support of students with learning differences
- Observe, work with, and evaluate individual students displaying academic or behavioral difficulties to support and assess their learning strengths and challenges
- Partner with and coach teachers during classroom instruction as well as lead one-on-one and small-group student instruction
- Develop and write student accommodation/learning plans with short-term and long-term goals including specific objectives
- Secure and communicate standardized testing accommodations for qualifying students; provide extended time for students with learning disabilities
- Maintain confidential student records and keep accurate documentation of sessions, meetings, and assessments
- Provide regular written student-progress reports to the school and families with assessment results including any recommendations for diagnostic testing and additional support for learning-related issues
- Initiate and schedule parent conferences as needed
- Work closely with our Reading Specialist, School Counselor, and Director of the Personals
- Recommend in-school and community resources for identified students
- Work with professionals outside of school to support students including coordinating and facilitating communication between student, family, school, and other involved professionals
- Pursue professional development opportunities to stay aware of the latest research and best practices
- Be involved in the school community at large including committee, division, and faculty meetings as well as school-sponsored events that would benefit from the learning specialist's area of expertise
- Assume responsibility for other projects as assigned by the Head of School and/or Division Heads



## ESSENTIAL QUALIFICATION REQUIREMENTS

- Bachelor's degree in special education or a related field is required; a master's degree and teaching certificate or credential is preferred. Applicants must also have a strong knowledge base in the area of learning differences, especially dyslexia, dysgraphia, and dyscalculia, as well as a deep knowledge base regarding ADHD.
- 3+ years of teaching experience in a general ed elementary classroom and 3+ years of special education teaching experience preferred
- Knowledge of learning disabilities, psycho-educational tests, reports, and assistive technology
- Knowledge of administering and interpreting assessments and test results, academic achievement, and diagnostic testing
- Full understanding of differentiated instructional strategies across the curriculum
- Effectively interact with a diverse population of students, families and faculty and exhibit a deep appreciation and understanding of diversity in all its forms
- Effectively articulate the principles of inclusion, equity and justice, both in the classroom and beyond
- Outstanding interpersonal and organizational skills
- Exceptional written and oral communication skills
- Strong networking skills to ensure access to resources in the broader community
- Detail-oriented and resourceful
- Tactful and discreet
- Technologically savvy
- High-energy and enthusiastic about working in an academic atmosphere
- Organized and able to maintain a robust schedule
- Ability to construct, nurture and maintain strong professional relationships with all constituencies

**START DATE:** August 2025, with possible professional development opportunities in the summer.

**COMPENSATION:** New City School provides a competitive salary and excellent benefits, including professional development funds, generous medical, dental, vision, life and disability insurance, bereavement leave, paid parental leave, retirement benefits and tuition remission for children of faculty members. A salary offer to the finalist will be based on benchmarked data for similar positions within the Independent Schools of St. Louis Association and will be commensurate with the finalist's experience.

**TO APPLY:** Please send a letter of interest, resume and list of three references (with name, relationship, phone number and email address each; references will not be contacted without the candidate's permission) in one PDF to:

**Laurie Smilack** Upper Elementary Division Head  
lsmilack@newcityschool.org

Please indicate "Learning Specialist" in the subject line. Candidates will be considered on a rolling basis through February 2025.

**NEW CITY SCHOOL** is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 300 students from age 3 through 6th Grade. Our teachers provide an education that is challenging yet developmentally appropriate and supportive, as they work to empower and encourage children to be active and engaged learners.

**OUR MISSION:** New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

*At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.*