



5814 Camellia Lane,
Wilmington, NC 28409

(910) 792-1811 
info@fsow.org 
www.fsow.org 

Learning Specialist

Friends School of Wilmington (FSW) is seeking a full-time Learning Specialist to join our school community beginning in the 2025-26 academic year. The Learning Specialist will play a key role in ensuring that FSW provides appropriate academic support for students with diverse learning needs, from those requiring supplemental support to those seeking additional enrichment. We seek a candidate who is deeply committed to student success and who will embrace the mission and values of Friends School of Wilmington.

Position Overview

At FSW, we believe in meeting students where they are and equipping them with the tools to thrive academically, socially, and emotionally. The Learning Specialist will work closely with students, teachers, and families to create and implement individualized learning support plans, guide faculty in best practices for differentiated instruction, and facilitate the process for students requiring additional accommodations. This role requires a collaborative educator who values a student-centered, inclusive learning environment.

Areas of Responsibility

Student Learning Support

- Design, implement, and oversee individual learning plans for Preschool through 8th grade students, including those requiring additional support and those excelling beyond grade-level expectations.
- Provide small-group or one-on-one instruction to reinforce skills, support executive functioning, and help students access the curriculum.
- Conduct classroom observations to assess student learning needs and provide tailored recommendations for differentiated instruction.
- Partner with students to develop self-advocacy skills, fostering independence and confidence in their learning processes.

Collaboration & Faculty Support

- Collaborate with the Division Directors and School Counselor to support students' social-emotional learning needs as they relate to academic success, ensuring a holistic approach to student well-being and learning by developing and implementing strategies that address executive functioning, self-regulation, and behavioral support within the classroom setting.



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Areas of Responsibility (cont.)

- Work closely with teachers to ensure accommodations and interventions are effectively implemented in the classroom setting.
- Support faculty in integrating best practices for differentiated instruction, universal design for learning, and neurodiverse-friendly teaching approaches.
- Facilitate professional development workshops and training sessions for faculty on instructional strategies that support diverse learners.
- Serve as a resource for teachers by providing coaching, instructional materials, and intervention strategies tailored to specific learning needs.

Family & Community Engagement

- Work closely with the Division Directors and School Counselor to monitor student progress, facilitate check-ins, and coordinate additional support for students who require intervention.
- Maintain regular and clear communication with families regarding student learning needs, progress, and recommendations for support.
- Coordinate and facilitate meetings with parents, teachers, and external professionals to discuss student learning plans and next steps.
- Partner with families to navigate external assessment processes, referrals, and additional resources for student support.
- Work with students, families, and faculty to coordinate accommodations for testing for students with documented learning differences.

Referral, Monitoring, and Student Support Process

- Collaborate with the Division Directors and School Counselor to establish and oversee a streamlined referral and monitoring process for students requiring academic or behavioral support.
- Conduct periodic check-ins with students to assess their progress and adjust learning support plans as needed.
- Serve as a liaison between students, teachers, families, and external specialists to ensure a coordinated approach to student success.
- Utilize data-driven methods to track intervention effectiveness and make recommendations for continued support or modifications.
- Stay current with legal and educational guidelines related to student support services and ensure compliance with best practices.



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Qualifications

- Bachelor's degree in Special Education, Education, or a related field required; Master's degree preferred.
- Minimum of three years of experience as a learning specialist, special educator, or classroom teacher with a strong understanding of student support services.
- Experience developing and implementing learning plans to support a range of learners.
- Strong understanding of differentiated instruction, executive functioning support, and multi-sensory learning approaches.
- Ability to interpret and apply findings from psychoeducational evaluations.
- Experience working with students across a variety of learning profiles, including those with learning differences, ADHD, and giftedness.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with students, teachers, and families.
- Commitment to fostering a culture of belonging and ensuring equitable access to learning for all students.
- A deep investment in the Friends School of Wilmington mission statement and guiding values.

Essential Duties

The essential duties described here are representative of those that must be met by an employee to successfully perform the everyday functions of this job. The employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is often required to stoop, kneel, or crouch. The employee must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Employees in this job must be energetic and flexible and possess the visual acuity to prepare data, work with records processes, and do extensive reading and research. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light work, as defined by the Social Security Administration's Code of Federal Regulations.



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Salary & Benefits

This role is an exempt, salaried, eleven-month position. Salary is commensurate with education and experience. Benefits include retirement, health/dental/vision insurance, paid holidays, and time off.

Applicant Information

Individuals who would like to be considered for the Learning Specialist position at FSW should be prepared to submit all of the following by [APPLYING HERE](#). Only applications received through this portal will be considered.

- Cover letter
- Resume/curriculum vitae
- Contact information for three (3) professional references

All offers of employment are conditional upon satisfactory completion of a criminal background check prior to beginning work. Successful candidates must also be able to demonstrate ability to legally work in the United States.

Who We Are

Friends School of Wilmington is a preschool-8th grade independent school, rooted in Quaker values, dedicated to fostering a lifelong love of learning and a drive to act always with courage, integrity, and love.

At FSW, our educational mission is grounded in a sustained commitment to academic excellence and moral character; a learning environment where students are equipped to lead lives guided by curiosity and kindness, wisdom and empathy. Starting in our Montessori preschool classrooms, we empower children to explore the world around them through creative, hands-on discovery. Our Lower and Middle School students develop as self-confident critical thinkers who solve problems with authenticity, adaptability, and collaboration.

Our teachers and administrators are the best of the best, the majority of whom hold postgraduate degrees. Through an innovative, robust curriculum that draws upon experiential and service-learning principles, we help each child reach their highest individual potential. This work is supported by first-class campus facilities, like our multi-acre



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Who We Are (cont.)

Longleaf Center for Environmental Learning, our Lower School EdTech classrooms, and our Middle School 1:1 Chromebook program. Visit our website at www.fsow.org for more information.

Commitment to Diversity & Inclusion

Friends School of Wilmington is an inclusive, affirming community that values diversity in all its forms. We encourage applicants from a wide range of backgrounds and experiences to apply. If you are passionate about empowering students and fostering an equitable learning environment, we would love to hear from you!

FSW does not discriminate based on age, race, color, gender, gender identity, sexual orientation, religion, disability, socio-economic background, family structure, national or ethnic origin, genetic information, or military service in the administration of its policies and program. We are an equal opportunity employer in both policy and practice.



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Commitment to Diversity & Inclusion

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