



POSITION TITLE: Learning Specialist

REPORTS TO:

FLSA: Exempt Status

JOB STATUS: Regular, Full Time

FTE: 1.0/ 11 Month Employee

MISSION STATEMENT:

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community and educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

GENERAL SUMMARY:

The Learning Specialist at St. Mary's Academy plays a vital role in supporting student success within our all-girls Catholic college-preparatory environment. This position focuses on empowering students with diverse learning needs by providing academic support, fostering self-advocacy, and collaborating with faculty, staff, and families to create an inclusive and equitable learning experience. The Learning Specialist develops and implements strategies that enhance executive functioning, reading comprehension, writing skills, and overall academic confidence. Rooted in St. Mary's Academy's mission and values, this role nurtures the full development of each student, ensuring they have the tools to thrive academically and personally.

Purpose of the role:

- **Support Diverse Learning Needs** – Provide academic support, helping students develop strategies for success in reading, writing, math, executive functioning, and other essential skills.
- **Empower Student Growth** – Foster confidence and independence by equipping students with tools to advocate for their own learning, navigate challenges, and thrive in an academically rigorous environment.
- **Collaborate with Faculty & Families** – Partner with teachers, counselors, and parents to implement effective learning strategies, accommodations, and interventions that align with the school's mission and educational philosophy.
- **Champion an Inclusive Learning Environment** – Promote a culture of academic excellence and equity, ensuring that all students, regardless of learning differences, have access to the resources and support they need to succeed.

Functions of the job include but are not limited to the following:

- Understand and support the goals of Catholic education and SNJM values and charism and uphold and support the SNJM mission, vision, and culture of the school.
- Contribute to the school's mission of fostering an inclusive, supportive, and academically rigorous environment.
- Create and maintain student accommodation plans for students with diagnosed learning differences.
- Review and interpret student evaluations and/or testing data to determine the need for an accommodation plan.
- Coordinate with families to collect information (school records, physician notes, evaluation report, etc.) to write an appropriate accommodation plan.
- Serve as liaison with local school districts for referral and testing purposes.
- Manage academic plans for students on concussion protocol.
- Participate in the Student Support Team meetings to coordinate academic support based on recommendations.
- Partner with teachers to implement differentiated instruction strategies and accommodations in the classroom.
- Provide guidance on best practices for supporting neurodiverse learners, including students with diagnosed learning differences and those needing additional academic support.
- Provide guidance on best practices for supporting executive functioning, dyslexia, dysgraphia, and dyscalculia.
- Oversee the process of students accessing accommodations for testing (PSAT, SAT, and AP) and final exams.
- Coach students on self-advocacy and initiative around their own learning needs.
- Lead professional development for faculty around learning differences, executive functioning, and differentiation strategies.

- Build and maintain positive relationships with students and staff.
- Communicate effectively and consistently with parents and colleagues.
- Other duties as assigned

Knowledge skills and ability required:

- Understands and appreciates the unique environment of an all-girls catholic education, fostering a supportive, empowering, and inclusive learning atmosphere that nurtures students' academic, personal, and leadership growth
- Maintains confidentiality of all information related to students, staff and other SMA constituents and as appropriate or as directed.
- Models appropriate professional boundaries with students, colleagues, parents, and community partners.
- Thrives in a collaborative, dynamic, and faithful learning community.
- Supports and contributes to effective safety and risk management efforts by adhering to established policies and procedures, maintaining a safe environment, promoting accident prevention and identifying and reporting potential liabilities and student safety issues.
- Demonstrates cooperative and effective working relationships with faculty and staff.
- Demonstrates ability to juggle multiple tasks/demands and discern competing priorities.
- Demonstrates effective oral and written communication with diverse audiences.
- Leverages current and relevant technology.

Qualifications and Experience:

- Bachelor's degree in special education or a related field (Master's preferred).
- Experience working with students with learning differences, executive functioning challenges, and academic support needs.
- Strong knowledge of research-based intervention strategies and differentiated instruction techniques.
- Excellent communication and collaboration skills with students, parents, faculty, and administrators.
- Three to five years' experience working in secondary education.
- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Adobe, Zoom, PowerSchool, etc.

SALARY:

Salary will be commensurate with qualifications and experience based on faculty salary scale.

BENEFITS:

St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only
- Flexible Spending Account
- Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy (after one year)

St. Mary's Academy is an equal opportunity employer

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.