

**Position:** Learning Support Teacher

**Department:** Upper School (middle school grades 6-8)

**Status:** Full Time

***Job Summary:***

The Upper School Learning Support Teacher is responsible for supporting the academic needs of students within the middle school, working with students who have mild-moderate learning needs and/or English Language Learners. The Learning Support Teacher collaborates with classroom teachers to co-plan, co-teach and assess students in an effort to meet the varying needs of students within our school. They also provide direct instruction for students with learning needs using a strong differentiation model. The Learning Support Teacher plays a pivotal role in developing collaborative relationships with administrators, teachers and parents to create individual learning plans with clearly articulated goals and strategies. They are also a key member of the Middle School Student Support Team.

***Duties/Responsibilities:***

- Identifying and supporting students in Grades 6-12 with learning needs that may or may not result in creating and supervising the implementation of Individual Learning Plans (ILPs) and/or respectively, for these students.
- Where appropriate, devising Individual ILPs for students that ensure these give clear and very specific and diagnostic advice to teachers on how they can better support students' learning.
- Reviewing and updating ILPs ensuring consistency in communicating the needs of students to their teachers.
- Providing in-class support for individual students or arranging pull out support lessons, where appropriate.
- Assisting teachers, and the MYP/DP Coordinator, in establishing any assessment accommodations for students with ILPs, where required, and ensuring that the accommodations are being implemented.
- Ensuring that the classroom teacher is implementing the ILP.
- Communicating student progress to teachers throughout the school year.
- Arranging and conducting meetings with parents, providing written feedback including commendations, recommendations and matters to be addressed regarding individual student progress throughout the school year.
- Supporting student transition from one grade level to the next and expected developmental outcomes, in particular Grade 5 into 6 and Grade 8 into 9.
- Serving as a resource for subject teachers in all matters relating to learning support and differentiation.
- Coordinating specific student testing with external support providers, as required.
- Ensuring school procedures, policies and decisions are in keeping with local, state and national regulations, in regular collaboration with relevant authorities.
- Meeting local educational authorities when invited and implementing their requirements and recommendations.
- Working collaboratively with all colleagues, students and parents.
- Continually establishing strong rapport with students, parents and colleagues.



***Required Skills/Abilities:***

- Enthusiastic and passionate about education
- Organized and reliable
- Able to competently work with G-suite and student information/learning management systems
- Collaborative
- Desire to continue professional development

***Education and Experience:***

- Bachelor Degree in a related field
- Teaching qualification

### Physical Demands & Activities

	Never (0%)	Occasionally (Up to 33%)	Frequently (34-66%)	Consistently (67-100%)	Comments
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching over shoulder (Torso level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching over shoulder (Below knee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing scaffolds, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☒ Never ☐ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☒ Occasionally ☐ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☒ Occasionally ☐ Constantly

Operating machinery and/or power tools.



☒ Never

☐ Occasionally

☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never

☐ Occasionally

☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never

☐ Occasionally

☒ Constantly

#### Environmental Conditions

	Never	Occasionally	Constantly	Comments
Low temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor elements (precip. & wind)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noisy environments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hazardous conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Small and/or enclosed spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None expected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I have read and understand the above job responsibilities, physical demands, activities, and environmental conditions outlined in the job description provided for my position. I attest that I can perform the essential job functions outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date