POSITION DESCRIPTION

Title: Learning Specialist - Elementary Level
Reports to: Director of Student Services

Position Summary: Function as a learning specialist teacher for students with learning support plans (LSP) and/or public school learning service plans (ISP); provide consultation regarding students who are not meeting grade level expectations and provide staff support for assisting in the teaching of students who have unique learning needs.

Job Responsibilities:
● Plan for and carry out remedial instructional interventions to address the identified needs of students
● Coordinate, collaborate, train, and assist the teaching staff in meeting the specific instructional needs of identified students who are not meeting course expectations
● Assist classroom teachers with modifications and adaptations of materials and course content
● Provide accommodations for testing situations for students with time, location, method needs
● Assess and/or analyze initial and ongoing individual student needs by using accepted assessment tools.
● Monitor the progress of each assigned student, collaborate with the regular classroom teacher regarding appropriate teaching techniques aimed at maximizing learning, and apply these techniques when working with students.
● Model effective strategies relative to the teaching of students with identified academic struggles through the teaching of demonstration lessons, staff development workshops, and the provision of research data
● Report individual student's progress based on documented student work
● Coordinate with teachers, principals, and school counselors to develop and implement a SMCS Student Learning Support Plan (LSP) and/or Individualized Service Plan (ISP) in collaboration with the public school.
● Schedule and participate in meetings with parents, teachers, other professional staff, and principals as necessary to support student progress which may include parent teacher conferences and ISP and LSP meetings
● Provide education and resources to parents to assist with developing and practicing learning skills
● Maintain professional competence through participation in staff development activities provided and/or suggested by SMCS Administration
● Participate in curriculum development activities
● Participate in system meetings
● Understand and be accountable to the SMCS Curriculum
● Active participant in student services meetings
● Active participant in learning support team meetings

Qualifications:
● A minimum of a BA/BS in Education in an appropriate subject area
● Current Wisconsin teaching license
● Special Education license and experience

Professional Expectations:
● Create a positive and safe learning environment
● Work openly, creatively and cooperatively with others
● Contribute positively in a team environment
● Maintain professionalism at all times;
● Communicate effectively with students, staff, parents and others in the school community
● Demonstrate sensitivity to the needs of students of varying age levels, diverse cultures and socioeconomic backgrounds
● Work independently within the limits of assigned responsibilities
● Exercise good judgment in prioritizing tasks and making work-related decisions
● Practice confidentiality
● Continue professional growth and personal development
● Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications

Christian commitment:
● Role model and witness to a Christian lifestyle
● Promote a positive, charitable spirit and nurture a Christian environment with the school community
● Work openly, creatively, and cooperatively with the principal and staff
● Challenge the students to use their God-given talents
● Remain calm under pressure, never displaying unjust anger, animosity, or lack of consideration
● Interact with the family promoting Christian education of the student

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.

Signature_____