



Executive Functioning Learning Specialist, Grades 6–12

About The Birch Wathen Lenox School

Since 1916, BWL, a K–12, coeducational, college preparatory independent school, has stood out on the Upper East Side of Manhattan as one of the most close-knit institutions the big city has to offer its most promising young people. Inside our unassuming brownstone building is a beyond-supportive community of experienced educators and devoted families who are committed to a mission of fostering growth and celebrating individual differences of every student. To find out more, visit www.bwl.org.

Position Description:

BWL seeks a full-time Executive Function Learning Specialist for our EXCEL Program. This is an exciting opportunity to be part of a growing, innovative program that provides targeted Executive Functioning support for our students in grades 6–12. The program matches each student with an executive functioning learning specialist who works closely with them to cultivate positive habit-building skills and strategies for organization, time management, task initiation, planning, sustained attention, and flexible thinking. The EXCEL team works as a cohesive unit, collaborating with classroom teachers, administrators, and parents.

Duties and Responsibilities:

- Work with students 1:1 and in small-group settings
- Provide executive functioning and learning support across the BWL curriculum
- Maintain running record of student progress
- Work closely with classroom teachers and administrators
- Communicate regularly with parents to provide feedback on student progress
- Read and interpret neuropsychological evaluations and IEP/IESPs to implement executive functioning strategies to support academic success
- Participate in IEP meetings and develop teacher reports

Qualifications:

- 2+ years of executive functioning and/or learning support experience
- Master's Degree in Special Education or related field required.
- New York State Teaching License: Students with Learning Disabilities
- Literacy Teacher Certificate, Licensed Math Specialist, or Licensed Social Worker, may be considered
- Understanding and experience with the IEP process and reading neuropsychological assessments
- Knowledge in providing executive functioning, literacy, and math support
- Willingness to be trained in our specific EF program and continued professional development
- Exceptional communication, writing, and organizational skills
- Skilled at developing strong relationships with students, colleagues, and parents
- Strong collaboration skills, flexibility, and a sense of humor
- Ability to teach higher-level math and science is a plus

The Birch Wathen Lenox School is an equal opportunity employer committed to excellence through diversity and inclusion. The School does not discriminate on the basis of age, immigration or citizenship status, race or color, disability, gender, gender identity or expression, sexual orientation, national origin, pregnancy, religion or creed, height and weight, military or veteran status, predisposing genetic characteristics, marital status, sexual or reproductive health decisions, employment status, credit history, caregiver/parent status, or status as a victim or survivor of domestic violence, sex offenses, or stalking. All employment decisions are made on the individual merits of each applicant.

Salary Range: \$70,000–\$90,000

- Birch Wathen Lenox has an excellent benefits package, including health insurance mostly paid by the employer, retirement account with employer match. The full benefits package will be shared early in the interview process.

Please send a cover letter and resume to indicate your interest to:

Mary Ann Lettieri, Director of EXCEL: maryann.lettieri@gbwl.org