

**St. Mary's Academy  
Employment Posting for Faculty**

**Job Position: High School Learning Support Specialist**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

St. Mary's Academy seeks a collaborative, student-centered Learning Specialist to support students with documented learning differences and help advance the mission of our Learning Support program. The Learning Specialist partners with students, families, teachers, counselors, and administrators to ensure students receive appropriate accommodation, develop effective learning strategies, and grow in self-advocacy and confidence. This role includes direct student support, management of student learning profiles and accommodation plans, faculty collaboration, and assistance with academic and standardized testing accommodations.

**Major Duties and Responsibilities:**

- Collaborate with SST members, the school counselor, faculty, and administration to ensure a clear, consistent, and effective learning support programming and communication
- Provide parents of current and prospective students with information about Learning Services eligibility, documentation requirements, and available supports.
- Review psychoeducational evaluations, testing data, grades, and observations to determine eligibility, understand student learning profiles, and recommend appropriate accommodations and support plans.
- Maintain student support rosters, evaluation records, and other confidential documentation in accordance with school policies and procedures.
- Serve as a liaison among families, psychologists, admissions, and school personnel regarding evaluations, eligibility, and student support needs.

- Advise the Admissions team regarding applicants with learning support needs and relevant accommodations.
- Coordinate and administer accommodations for school-based and standardized testing, including partnership with the SSD Coordinator for PSAT, SAT, ACT, and AP testing logistics.
- Communicate regularly with students, families, teachers, and other stakeholders regarding student needs, support strategies, and progress.
- Provide orientation, guidance, and resources for faculty and staff related to disabilities, neurodiversity, classroom support practices, assistive technology, and differentiation.
- Collaborate with teachers to align accommodations and instructional strategies with classroom practice and student needs.
- Communicate with Learning Services providers at other private and Catholic schools when applicable
- Serve as the liaison between families and psychologists during the psychoeducational evaluation process.
- Provide individual and small-group instruction to build students' executive functioning, organization, study skills, self-advocacy, and test-preparation skills.
- Support students with language-based learning differences through targeted academic strategies, including writing and note-taking support.
- Support the work of the school counselor and school leadership as needed to meet student and faculty needs.
- Adhere to and support the mission of St. Mary's Academy.

All faculty are expected to fulfill additional duties and responsibilities as assigned by the principal in support of the school community.

**Qualifications/Requirements:**

Education and qualifications should include the following:

- Master's Degree or certification in Special Education/School Psychology preferred
- 5+ years of experience working with students with diagnosed learning differences
- Experience interpreting psychoeducational evaluations and other professional assessments related to students' need for accommodation
- Evidence of strong communication, organizational skills and leadership skills
- Excellent interpersonal and communication skills
- Interest in curriculum pedagogy and the neuroscience of learning
- Clear commitment to equity, diversity, inclusion and belonging
- Demonstrated passion for nurturing and empowering neurodiverse learners
- A sense of resonance with the St. Mary's Academy mission

**Salary/Benefits:**

The salary range for this full-time, exempt position is \$54,000.00 - \$68,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Meghan Colip, High School Administrative Assistant, at [mcolip@smanet.org](mailto:mcolip@smanet.org). The position closes on April 24, 2026.