

St. Mary's Academy Employment Posting

Job Position: High School Learning Specialist (Math Focus)

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 with a strong mathematics background to support students with documented learning differences. The Learning Specialist partners with students, families, teachers, counselors, and administrators to coordinate accommodations, strengthen learning strategies, and develop students' confidence, independence, and self-advocacy. This role provides broad academic support and targeted mathematics intervention. Additional responsibilities include managing student learning profiles and accommodation plans, collaborating with faculty, and supporting academic and standardized testing accommodations.

Major Duties and Responsibilities:

- Collaborate with Student Support Team members, faculty, and administration to provide consistent and effective learning support.
- Review psychoeducational evaluations, testing data, grades, and teacher observations to determine eligibility and recommend appropriate accommodations and support plans.
- Guide current and prospective families through Learning Services eligibility, documentation requirements, evaluation processes, and available supports.
- Maintain student support rosters, accommodation plans, evaluation records, and other confidential documentation.
- Provide guidance to teachers related to learning differences, neurodiversity, differentiation, assistive technology, and classroom accommodations.

- Provide individual and small-group support in executive functioning, study skills, self-advocacy, test preparation, and mathematics.
- Lead math support programming and provide targeted intervention and progress monitoring for students with mathematics-related learning needs.
- Communicate regularly with students and families regarding support strategies, progress, and emerging needs.
- 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, certification, or relevant experience in special education, school psychology, mathematics education, or a related field preferred.
- Five or more years of experience working with students with diagnosed learning differences.
- Strong mathematics background and demonstrated ability to build student fluency, conceptual understanding, confidence, and independence across the high school math curriculum, including Algebra, Geometry, and advanced coursework.
- Experience interpreting psychoeducational evaluations and other professional assessments related to accommodations and student support.
- Strong communication, organizational, collaborative, and leadership skills.
- Knowledge of curriculum, pedagogy, differentiation, and the neuroscience of learning.
- Clear commitment to equity, diversity, inclusion, and belonging.
- A strong connection to the mission and values of St. Mary's Academy.

Salary/Benefits:

The salary range for this full-time, substitute, exempt position is \$54,000 - \$68,000. 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 Michelle Hayden, High School Principal, at mhayden@smanet.org.