



Lower School OLS Teacher (Learning Support)

Department Departamento	Optimal Learning Service Team - Student Support Services
Immediate Superior Superior Imediato	Divisional Principal or Associate Principal

Primary Purpose of the Position	Graded's Optimal Learning Services (OLS) team plays a central role in supporting students with diverse learning profiles. Guided by the statement, "We promote access to learning to foster student success and value neurodiversity and belonging for all," OLS embraces the principle that every student deserves equitable access to a rigorous and supportive learning environment. As part of Student Support Services, alongside SEL Counseling, ELL, and Intervention, the OLS team collaborates with teachers, families, and leadership to deliver individualized tools, strategies, and services.
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Main Duties and Responsibilities	<p>1. Tiered Service Delivery (MTSS Framework)</p> <ul style="list-style-type: none"> • <u>Tier 1 (Universal Supports)</u>: Consult and co-plan with classroom teachers to embed inclusive classroom practices, differentiation, and universal accessibility tools into core instruction. • <u>Tier 2 (Targeted Supports)</u>: Collaborate with interventionists and teachers on short-term, data-informed small group interventions targeting specific literacy, numeracy, or academic skill development. • <u>Tier 3 (Intensive Direct Supports)</u>: Design and deliver intensive direct support (scheduled push-in, pull-out sessions, for students with Student Support Plans (SSPs). • <u>Indirect Consultation</u>: Deliver indirect support for students on Accommodation Plans (APs) by
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	<p>consulting with classroom teachers to ensure classroom accommodations are understood, scaffolded, and implemented with fidelity.</p> <p>2. Case Management & Student Support Documentation</p> <ul style="list-style-type: none"> • Lead the creation, annual review, and implementation of individualised Student Support Plans (SSPs) and Accommodation Plans (APs) signed by parents, leadership, and students (in Upper School). • Track academic growth using classroom data, standardized assessments (e.g., MAP), and teacher feedback to ensure data-driven decision-making and secure record-keeping. • When deemed necessary by the SST, design and document rare, pre-approved curriculum modifications in close collaboration with subject teachers, divisional principals, and the Director of Student Support Services (DSS). • Plan and lead cross-divisional transition meetings (LS to MS; MS to HS) to ensure continuity of care and support. <p>3. Collaboration, Leadership, and Communication</p> <ul style="list-style-type: none"> • Lead or co-facilitate Student Support Team (SST) meetings and contribute to reviewing Student of Concern (SOC) referrals and intervention outcomes. • Act as the primary point of contact for families on the assigned caseload, maintaining transparent communication regarding progress, recommendations, and support adjustments. • Consult with counselors and the Director of Student Support Services (DSS) to review external evaluations. Coordinate data collection for external specialists via checklists/scales (in lieu of direct classroom observations) following completed parent consent. • Provide consultation, resources, and professional learning to faculty regarding inclusive practices,
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	<p>accommodation strategies, and neurodivergent learners.</p> <p>4. Compliance & Data Privacy</p> <ul style="list-style-type: none"> • Uphold strict student confidentiality and data privacy standards in accordance with school policies and Brazil's General Data Protection Law (LGPD). • Maintain accurate, secure electronic records, master caseload entries, and case notes exclusively within approved school systems (e.g., PowerSchool, Toddle, Google Workspace). <p>5. Guiding OLS Classroom Assistants</p> <ul style="list-style-type: none"> • Guide and lead OLS Classroom Assistants in the day-to-day implementation of student accommodations, interventions, and individual support schedules. • Guide Classroom Assistants on specific instructional strategies, assistive technology tools, data collection protocols, and classroom push-in routines to ensure alignment with student SSP/AP goals.
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<p>Certifications and Education</p> <p>Certificados e Diplomas</p>	Required / Necessários
	<ul style="list-style-type: none"> • Bachelor's or Master's degree in Special Education • Valid teaching certification/license with specialization in special education or learning support.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Master's degree in Inclusive Education, or related field. • Additional certification in specific learning intervention programs

Experience	Required / Necessários
	<ul style="list-style-type: none"> • Minimum of two years of classroom or learning support teaching experience

	<ul style="list-style-type: none"> • Demonstrated experience supporting students with a variety of learning profiles, including learning differences, and social communication challenges.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Experience working in an international or multicultural school setting. • Background in co-teaching or collaborative instructional models. • Experience with assistive technology and learning support tools, including AI.

Knowledge, Skills and Abilities	Required / Necessários
	<ul style="list-style-type: none"> • Knowledge of and ability to implement MTSS (Multi-Tiered System of Supports) to effectively support students with diverse learning needs. • Capacity to foster independence, resilience, and self-advocacy in students. • Ability to interpret educational assessments and apply data to guide instruction and case management. • Deep commitment to equity, inclusion, belonging, and fostering student independence and self-advocacy. • Outstanding communication, empathy, patience, and collaborative skills within a multidisciplinary team. • Professionalism in conduct, punctuality, attendance, and adherence to legal data privacy standards.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Proficiency with digital platforms including Google and Toodle

Personal Attributes	Required / Necessários
	<ul style="list-style-type: none"> • Strong knowledge of and ability to implement the MTSS framework to deliver data-driven support.

	<ul style="list-style-type: none"> • Ability to interpret educational assessments and apply data to guide instruction and case management. • Deep commitment to equity, inclusion, belonging, and fostering student independence and self-advocacy. • Outstanding communication, empathy, patience, and collaborative skills within a multidisciplinary team. • Professionalism in conduct, punctuality, attendance, and adherence to legal data privacy standards. • Commitment to inclusion and equity, • Professionalism in attendance, punctuality, communication, and conduct. • Empathy, patience, and resilience when working with students and families. • Willingness to collaborate as part of a multidisciplinary team.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Creativity and flexibility in problem-solving and instructional design. • Enthusiasm for professional growth and openness to feedback. • Strong advocacy for students and inclusive practices within the school community.

HOW TO APPLY

Interested candidates for positions at Graded should apply using the following channels according to their situation:

Local Hires	who holds a Brazilian citizenship or is granted the right to work in Brazil	PandaPé
Foreign Hires	who requires application for a Brazilian work visa	GRC or Search Associates