



# ALVERNO HEIGHTS ACADEMY

*Be who you imagine*

## **STUDENT LEARNING SUPPORT SPECIALIST**

Alverno Heights Academy seeks an experienced part-time Student Learning Support Specialist to begin in August 2019.

Alverno embraces inclusion as an essential part of its mission, and the Student Learning Support Specialist will partner with the leadership team, faculty and staff and families to design and implement strategies and plans to meet the needs of students with a variety of learning styles and needs. Responsibilities will include: working with students and parents, supporting teachers in terms of implementing the necessary strategies and managing individualized academic plans. This is a part-time, non-exempt position. The Student Learning Support Specialist will report to the Head of School and work collaboratively with the entire leadership team.

### **Qualifications Include:**

- Collaborate with teachers, administration, parents, staff and external professionals regarding assessing and identifying students in need, subsequent referrals, observations, drafting/expanding upon student plans
- Collaborating with classroom teachers to identify and help implement effective strategies within the classroom to support all students
- Checking in regularly with teachers to monitor how effectively accommodations/minor adjustments are being implemented and to provide new strategies
- Supporting the execution of accommodations/minor adjustments, including on standardized tests (College Board, ACT, etc.).
- Scheduling meetings with all incoming families who have documented learning needs on file, as well as annual meetings with faculty to assist in transitioning students from one year to the next
- Collaborate with the director of the accelerated program designed for gifted and twice exceptional students
- Serve as the point person for faculty in working with students who have identified learning needs
- On a regular and ongoing basis, coach teachers in using differentiated instruction to meet the needs of all learners, and in the implementation of accommodations/minor adjustments for students with documented needs
- Assist classroom teachers in selecting, locating, and securing instructional materials and tools that support the needs of individual students
- Assist in develop professional learning opportunities for teachers to learn more about designing instruction to meet the needs of all learners
- Maintain a list of outside support specialists including tutors, educational therapists, psychologists/psychiatrists, and provide information to families as needed
- Coordinate the use of external tutors, learning specialists, educational therapists, and other resources

### **Knowledge/Skills/Abilities:**

- A true inclusion approach including knowledge of learning differences (knowledge of twice exceptionality and gifted a plus).
- Flexibility and adaptability to meet the needs of the children and program
- Ability to maintain confidential information

- Commitment to staying current with research on best practice

**Requirements Include:**

- Experience in a secondary educational setting preferred
- Strong educational background (master's degree preferred)
- Experience in or familiarity with independent schools or Catholic schools preferred
- Deep knowledge of the developmental needs of secondary school female students

**Salary:**

- Compensation is competitive and based on experience.

Please send a cover letter and résumé to Julia V. Fanara, Head of School, at [jfanara@alvernoheights.org](mailto:jfanara@alvernoheights.org).

*Alverno Heights Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability or genetics. In addition to federal law requirements, Alverno Heights Academy complies with applicable state and local laws governing nondiscrimination in employment.*

**ABOUT ALVERNO HEIGHTS ACADEMY**

Alverno Heights Academy is an all-girls, independent, progressive Catholic, college preparatory school dedicated to its mission of *empowering each young woman to be exactly the person she wants to be*. Located on the property of the former Barlow Estate in Sierra Madre, California, Alverno Heights Academy was founded in 1960 by the Sisters of St. Francis who sought to create an environment in the San Gabriel Valley where young women could become informed and knowledgeable persons. Later renamed Alverno High School and sponsored by the Immaculate Heart Community, Alverno's program—academic, spiritual, aesthetic, social, and physical—has been shaped by the staff, trustees, and students. As Alverno Heights Academy once again, the school remains committed to its mission by encouraging each of their young women to *be who they imagine*. For more information about Alverno Heights Academy, please visit [www.alvernoheightsacademy.org](http://www.alvernoheightsacademy.org).