Job Title: Upper School Learning Specialist
Reports to: Upper School Division Director

Job Summary
The Upper School Learning Specialist partners with teachers and administrators to support Upper School students who require accommodations in their learning environment based on diagnosed learning differences. Some elements of the Learning Specialist’s duties are fee-based.

Major Responsibilities/Activities

- Provide resource and support services to students in Upper School who have a diagnosed and documented need for academic accommodations, both in classrooms and individually with minimal supervision. These duties include but are not limited to
  1. Scheduling individual appointments with students to discuss specific areas of challenge;
  2. Communicating with teachers regarding student needs and progress;
  3. Prepare student-specific remedial material;
  4. Communicating with parents regarding student accommodations, progress, and evaluation needs.
- Administer diagnostic assessments to help identify potential skill deficits in specific academic disciplines and communicate results and recommendations with administration, teacher(s), and parents.
- Provide recommendations to parents related to tutors and/or formal evaluations based on diagnostic impressions and observations.
- Maintain accurate records on student services for the purpose of documentation and/or billing.
- In collaboration with the Upper School Counselor, maintain confidential records of students who have psycho-educational testing and share necessary and appropriate messages about accommodations with teachers and the Upper School administration.
- Along with the appropriate Upper School administrators, meets with parents who have concerns about their daughters in order to educate and inform about the benefits of third party testing and the development of a support system at Ashley Hall.
- Conduct classroom observations.
- Provide recommendations to teachers to include strategies related to specific learning concerns.
- Support teachers by communicating about accommodations, suggesting positive learning strategies, and implementing accommodations (such as individual oral testing).
- Support students by submitting and following through with accommodation requests and appropriate documentation for standardized testing including SAT and ACT.
- Liaise with teachers, administrators, and advisors.
- Attend parent and/or parent/teacher conferences to offer suggestions or strategies to ensure school success.
Minimum Requirements

- Master’s degree preferred in a relevant field
- Minimum five (5) years experience working with students with special needs and/or learning disabilities at the high school level, independent school experience preferred
- Excellent written and oral communication skills
- Excellent organizational skills to facilitate student record-keeping and timely feedback

In addition, the ideal candidate will

- Demonstrate a commitment to student-centered learning
- Embrace a collaborative, interdisciplinary, team-oriented academic environment
- Enhance student life in the Upper School through support of student co-curricular activities