Learning Specialist

Ursuline Academy is seeking a full-time Learning Specialist to start in August 2022, who will work with the Principal to develop and manage academic and social policies, protocols, and practices that serve to support student development, learning, health, and safety. The successful candidate will be a passionate educator who is committed to the Ursuline mission and displays a sensitivity to and understanding of female adolescents. Under the direction and supervision of the Principal, the Learning Specialist will help foster a positive, structured, consistent, caring, and disciplined culture, including the following responsibilities and expectations

Duties and Responsibilities of the Learning Resource Specialist

- Support teaching staff by offering resources, assistance, advice, and training to enable faculty to better meet the needs of all learners.
- Provide one-on-one and small-group support/instruction for students
- Organize and train peer tutors to be available during the hours that the center is open
- Track student growth with progress monitoring.
- Collaborate with teachers to assist in accommodations and modifications.
- Communicate with families about accommodations and modifications that UA will implement.
- Coordinate communication with outside specialists and/or tutors.
- Attend Parent-Teacher conferences to discuss student performance.
- Summarize Ed-Psych evaluations and add them to the current database.
- Collaborate with the Guidance office and advisor to actively support students
- Assist in onboarding newly enrolled students with learning differences.
- Assume an active role in iNet Team meetings.
- Create accommodation plans for students with identified learning issues.

Qualifications:

- Bachelor’s degree in a related field (special education or speech-language pathology). Master’s degree preferred.
- At least 4 years of experience working in a school environment, with students in grades 7-12.
- Experience leading professional development activities for teachers.

Please submit a resume, statement of interest, and the names of three references to Regina MacLeod at rmacleod@ursulineacademy.net. Please indicate that you are applying for the Learning Specialist position in the subject line of the email.