Title: Academic Resource Specialist  
Date: March 1, 2022  
Report: Director of Academics

Oldfields School, an all-girls international boarding and day school, grades 8-12, located in northern Baltimore County, seeks applicants for an Academic Resource Specialist. This is a full-time, exempt position with an August 2022 start date. The ideal candidate will have a background in math and be capable of potentially teaching one to two math classes per year, as needed. This is an outstanding opportunity for an early career or experienced educator who possesses a high degree of integrity and holds a keen interest and deep commitment to the value of single-sex independent school education.

**Instructional Responsibilities:**
The Academic Resource Specialist works collaboratively with the Department Chair and other staff in the Academic Resources Department, as well as teaching faculty and student advisors to provide one-on-one academic support and guidance to students in the School’s Academic Strategies Program.

**Primary Responsibilities include:**
- Teach students study skills/strategies, test-taking skills, time and materials management skills, and math skills in one-on-one, in small groups, or in Academic Support classes.
- Potentially teach 1-2 math and/or Academic Support Classes (Strategies for Academic Success)
- Review psycho-educational testing and assist in generating Oldfields Accommodation Plans (OAPs) for students. Review plans with students, parents and appropriate faculty.
- Communicate regularly with parents and student advisors about student goals and outcomes of student academic support sessions.
- Partner with faculty and staff to support student leaning in and out of the classroom.
- Under the direction of the Academic Resources Department Chair, support the Department’s Academic Strategies Program, Peer Tutor Program, and professional development offerings.
- Actively engage and support the School’s commitment to a diverse, equitable, and inclusive community as defined by the School’s Diversity Statement and strategic plans and initiatives.
- Regularly attend department, faculty, and all-school meetings.
- Serve on the School’s weekend duty team rotations.
- Adhere to and assist in enforcing school policies and procedures.
- Promote the mission of the School.
- Perform other duties as assigned by the Director of Academics or Department Chair.

**Qualifications:**
- Minimum of a Bachelor’s degree in Special Education, School Counseling, or a closely related field. Further professional or graduate experience is preferred.
- Understanding of and desire to work with high school students.
- Energy, enthusiasm, and curiosity.
- A passion for creative expression with a willingness to inspire and support all kinds of learners.
- Familiarity with or ability to quickly learn G-Suite applications.
Other Potential Duties:
● Serve on weekend duty team rotations.
● Coach or lead athletic or co-curricular activities.

Interested candidates should send a resume, cover letter, diversity statement, and references in a single PDF document to employment@oldfieldsschool.org. Please reference the position being applied for in the subject line. Onsite interviews may be required. Background checks are performed on all new hires. Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package. On-campus housing may be available (but not required) for this position. Oldfields School is an Equal Opportunity Employer.

At Oldfields, each girl’s success is enhanced as we celebrate the personal experiences that often are informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity, expression and ethnicity. We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs from every member of our community. The community is committed to a continuously active and innovative process of creating a welcoming, inclusive, and safe environment for everyone.

NON-DISCRIMINATION STATEMENT

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its admissions procedures, educational programs, services, activities or employment practices.

The following persons have been designated to handle inquiries regarding the School’s non-discrimination policies, including its Title IX policy:

Name: Claire Guidera
Title: Dean of Students
Office Address: 1500 Glencoe Rd. Sparks Glencoe, MD 21152
Telephone Number: 443-662-1005
Email Address: guiderac@oldfieldsschool.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.