Director of Learning Support

Emma Willard School seeks a Director of Learning Support to join our team in the 2022-23 school year. The Director of Learning Support is a 12-month position that reports to the Assistant Head of School. The director leads the learning support team including the learning support coordinator and academic support assistants, and works in collaboration with counseling services, class deans, dean of students, and assistant head of school to oversee programming and support for the optimal development of each student.

As the leader of the Learning Support program at Emma Willard School, the director is an educator and learning specialist who possesses expertise in research-based strategies to meet the needs of a range of learners, and the ability to provide training and development for Emma Willard School teachers. The director recognizes and appreciates the diversity and range of learning needs among students and works collaboratively with students, their families, and their teachers to understand and support all students.

We seek someone with expertise in navigating today’s changing and diverse landscape and will help the School promote and nurture diversity, equity, access and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community.

Position Purpose / Expected Results:

- Envision, develop, and lead the learning support team and program to provide support services to Emma Willard Students in all subject areas.
- Communicate a clear vision for learning support at Emma Willard School where all students have equal access to learning and support.
- Design powerful professional development that deepens each teacher’s understanding of teaching and learning through an understanding of the field of mind, brain and education science, instructional best practices, methods of differentiation, and the role of equity in learning.
- Cultivate relationships with students and their families built on trust and expertise, such that families experience partnership in the growth and development of their children.
- Serve as a coach for department members and classroom teachers and as a resource to the entire community.
- Develop and clearly explain Emma Willard School’s support structures for students, families, and faculty that are streamlined, accessible, and consistently applied.
- Work with the admissions office, admission candidates and their families to identify appropriate students for admission to Emma Willard School, and provide a smooth academic transition to Emma Willard School. As appropriate, provide data (academic history, transcripts, intake testing data, and interpretation of educational testing) of new students to faculty.
- Participate in regular faculty, staff, and committee meetings; school functions; and school-wide professional development activities during and after school hours.
● Write academic learning plans which include accommodations and support services for students.
● Establish mechanisms to collect data regarding the implementation of services and evaluate the effectiveness of the Learning Support Program in meeting its goals.
● Participate in weekend duty (four times per year).
● Be a positive force in the lives of students.

Minimum Requirements / Qualifications / Competencies:
● A Master’s Degree in Education, with focus on Learning Disabilities, Special Education, or similar
● At least 3 years of experience
● Have a good working knowledge of Google, Microsoft Word, comfort with online learning-management systems, and enthusiasm for experimenting with learning technologies
● Patience, enthusiasm, and the ability to manage priorities and meet deadlines
● Demonstrate a commitment to professional growth and development
● Demonstrate superior judgment
● Have a valid driver’s license.

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

Emma Willard School requires employees to be fully vaccinated with the exception of medical exemptions. You will need to submit a cover letter and resume for consideration.

Please apply through the school’s Career Center website.