

Learning Specialist  
Full-Time  
2021-2022 School Year

Grace Episcopal Day School promises academic excellence for all of its students. In striving to achieve that mission, we recognize that not all students learn the same way. Some students require extra accommodations and support while others require additional enrichment and reach. The Learning Specialist at Grace works with students from Preschool to Grade 5 (ages 3-11) and is charged with assessing and supporting students across all grades with particular learning needs and in all disciplines. Offering a combination of small group work, individual instruction, and in-class observation and support, the Learning Specialist is the faculty coordinator of differentiated learning. Collaborating with each teacher and individual students and families, the Learning Specialist advances the school's ongoing commitment to the success of every student.

**Responsibilities:**

- Participate in Child Study Team meetings with the Counselor, Administrators, and Faculty to discuss students
- Maintain detailed notes about students discussed at Child Study Team meetings to include plan of action and follow up steps
- Document students' needs/progress through notes and end-of-year reports
- Administer formal and informal assessments as appropriate to determine student learning needs
- Interpret psycho-educational evaluations on file, and create and implement individual learning and/or behavior plans
- Consult with parents regarding a student's needs/progress
- Conduct regular teacher training sessions on best practice in all disciplines and with an eye towards current brain research; keep abreast of trends and new research in the field of education via a variety of avenues, including attending conferences and seminars
- Observe students in classroom settings to provide insights about individual students
- Conduct one to two parent education workshops each year
- Be a resource for classroom teachers in support of their students
- Attend teacher meetings including grade level, full faculty, and task force meetings
- Participate in regular faculty duties that might include recess or lunch and arrival and dismissal supervision

**Requirements**

- Masters degree in a specialty area of reading and/or elementary education or in special education
- Minimum of 5 years of early childhood and/or elementary teaching experience
- Strong writing, editing, and spelling skills
- Proficiency in collaboration and communication
- Proficiency with classroom technology, including but not limited to use of Chromebooks and Google apps

**Preferred candidates will have:**

- An open-hearted view of children as growing and changing
- Credential in reading (Orton Gillingham) or math
- A demonstrated interest in promoting equity and inclusion in a diverse school community
- Demonstrated understanding of diverse learning styles and 21st century skills
- Familiarity with Reading and Writing Workshop and Guided Reading
- Familiarity with Math in Focus

Interested candidates should send a resume and cover letter to Jennifer Danish, Head of School, [jdaniel@geds.org](mailto:jdaniel@geds.org).