

St. Paul's School for Girls is pleased to announce an opening for a full-time cross-divisional Learning Services Specialist to join our learning services team for the 2019-2020 school year.

St. Paul's School for Girls

St. Paul's School for Girls is an independent, college-preparatory school with over 430 students in grades 5-12. It is located on a coordinate campus serving girls and boys from six weeks through 12th grade. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Learning Services Specialist Position Description

The successful candidate will be a creative, dynamic, and experienced learning support specialist who excels in working with students, families, and teachers to support all learners in the classroom. He or she will help faculty foster student-centered classroom environments where all students are motivated to think critically and creatively, to offer up their ideas, and to welcome the notion that learning extends beyond the classroom.

A bachelor's degree is required; a master's is preferred.

This skilled instructor with sensitivity to student's learning needs, will

- Have and share research-based strategies for student support
- Work closely with parents, teachers, and division heads when academic concerns arise to support the development and well-being of all students, not just those with academic testing
- Able to write Formal Education Plans (FEP's) of students based on psychoeducational testing, review with the student's family and teachers and support implementation of such plan
- Document students' progress/needs through notes and end-of-year reports
- Participate in student support team meetings and help create action and follow up steps
- Partner with Learning Specialist team to ensure consistency and continuity of programming schoolwide
- Collaborate with various academic departments, other faculty groups, and administrators to plan and implement departmental and school-wide goals
- Teach a skills-based middle school class
- Employ instructional methods that meet the needs of a diverse range of learners and be willing to personalize learning for students that help them build necessary skills to be more independent in the classroom
- Develop and design professional development opportunities, as needed, for faculty (which includes informal and ongoing daily training) on such topics as teaching to a range of students, assessing assessments, making use of evaluation information, and finding ways to fill students' needs for remediation or enrichment
- Assist with management and continued development of the Peer Tutor program on campus
- Possess strong interpersonal, communication, writing, and organizational skills
- Have a minimum of five years of combined experience providing learning services support
- Proactively assume a leadership role, demonstrate initiative, and function independently when needed

In addition to teaching, full-time faculty members serve as student advisors, mentor clubs, and contribute in other significant ways to the work of the community. We are especially interested in candidates with

coaching experience and/or those who can demonstrate initiative and serve as coaches in a variety of significant ways outside of the classroom. Other supervisory responsibilities and duties are shared among faculty members.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. St. Paul's School for Girls is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time faculty members are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.