

## UPPER SCHOOL LEARNING SPECIALIST

Dana Hall School seeks candidates for the position of Upper School Learning Specialist.

The individual in this position will be accountable for:

- Reading and interpreting outside academic testing done on students and disseminating this information to teachers and advisors;
- Working with faculty, parents, and outside evaluators to identify those strategies and teaching techniques that best help address the learning differences of identified students;
- Helping teachers learn to adapt/adopt successful teaching strategies for all students;
- Providing faculty with appropriate materials or information regarding the teaching of students with learning differences;
- Serving as the liaison between the School and home on issues relating to a student's learning differences and keeping the student's advisor abreast of all of these interactions;
- Counseling parents, faculty, and administration on the accommodations Dana Hall can and cannot make for an individual student with the administration making this final determination;
- Serving as a consultant in the Dana Hall admissions process;
- Serving as a member of the School's Counseling Team;
- Assisting in the identification of students with learning differences;
- Maintaining accurate records of students with educational evaluations on file at the School and those who are granted accommodations;
- Offering workshops to Upper School students on topics such as organization, study skills, test preparation, and time management, and helping to teach the Skills Workshop 9 course;
- Working one-to-one and/or in small groups with students who are struggling academically, as determined by the Director of the Upper School;
- Working closely with a team of two other Learning Specialists;
- Working with teachers, advisors and families to create support plans for students with learning differences and those who are struggling academically; and
- Serving as liaison between school and outside testing organizations related to requests for special accommodations for standardized tests based on documented learning differences.

Candidates should have prior experience working with students in a school setting and a master's degree related to student learning. Other requirements include excellent communication skills, an ability to multi-task and maintain details, in addition to the flexibility to manage multiple and, at times, competing priorities, as well as the ability to interact effectively with students, faculty, and parents.

This is a ten-month, full-time position reporting to the Director of the Upper School.

Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

Please fill out our online application at: <https://www.danahall.org/page/about-us/job-opportunities>