

Duchesne Academy Job Description

Job Title: Learning Specialist

Date Created: 04/18/2017

Department: Lower School

Date Last Revised: 04/18/2017

Reports to: Curriculum and Learning Support
Director

FLSA: Exempt, Full Time

Summary:

The Learning Specialist is a committed Sacred Heart educator who is proficient in assisting primary aged students with learning differences as well as advanced students reach their full potential.

Primary Responsibilities:

- Support students with different learning styles and needs by providing reading and math intervention and remediation in a pull-out, small group setting
- Support students who are ready to be accelerated and explore the reading and math curriculum more deeply.
- Support teachers in their efforts to differentiate for all students in their classroom to meet the full range of student needs
- Work with parents, students and outside professionals in order to better support individual students

Minimum Education/Prior Experience/Qualifications Required

Successful candidates are energetic, high-performers, committed to the school's mission, who impress us with their drive, joy, initiative, and ability to work productively under multiple deadlines, where unanticipated external and internal events can shift priorities. Candidates must also possess:

- A minimum of a Bachelor's Degree required with a focus in Special Education Reading preferred
- Neuhaus, Orton-Gillingham and or Dyslexia Certification a plus
- Have familiarity with psycho-education evaluations
- Be willing to work within a team that includes three counselors, a Learning Specialist, and the Head of Curriculum and Learning Support
- Genuine affinity for working with children and families in an educational setting
- Ability to make independent decisions along with maintaining the confidentiality of privileged and sensitive information
- High level of competence using technology

- Experience in a PreK – 12 environment, preferably in independent schools is a plus
- Strong references to convey your abilities
- Successful completion of criminal offender record information and sexual offender registry information checks
- Completion of Virtus: Protecting God's Children training
- Current CPR certification

General Competencies:

- Excellent communication skills with attention to detail
- Punctuality and dependability
- Ability to maintain accurate records and to maintain confidentiality
- Adherence to all personnel policies, procedures, and rules contained in the Duchesne Employee Handbook
- Treat parents as partners in their child's education
- Maintain productive relationships with other Duchesne faculty and staff
- Possess strong people skills in order to be empathetic to children's and parent's needs

Functional Competencies:

- **Leadership/Integrity** – Effectively communicates the School's shared purpose; builds trust among colleagues; is accountable; lives up to commitments.
- **Team Player/Commitment to Cause** – Understands the big picture and manages position's areas of responsibility in a manner consistent with Duchesne's agenda.
- **Interpersonal Skills** – Relates to employees, faculty, and other staff members in a cooperative manner that helps others to achieve their best.
- **Productivity/Organizing/Planning** – Meets deadlines, demonstrates effective use of time, and handles multiple assignments simultaneously.
- **Willingness to Acknowledge Areas for Growth** – Understands need for growth and is receptive to constructive feedback.

Apply Online at <http://www.duchesne.org/about/job-opportunities>



Nothing in this Job Description restricts Duchesne's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which

means that either the employee or Duchesne may terminate the employment relationship at any time, with or without notice and for any reason or no reason.



Duchesne Academy of the Sacred Heart is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, religion, sex (gender), age, national origin, physical or mental disability, genetic information, veteran status, or any other status protected by applicable law.