



# ST. IGNATIUS COLLEGE PREPARATORY

## LEARNING SPECIALIST

**STATUS:** Exempt, Full Time

**REPORTS TO:** Director of the Learning Center

### **MISSION STATEMENT:**

*St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.*

### **PRIMARY ROLE:**

The central mission of the Learning Specialist is to ensure that St. Ignatius College Preparatory identifies and supports students who require differentiated instruction and provides appropriate instruction and intervention based on educational best practices supported by neuroscience research. The Learning Specialist is responsible for helping to manage ongoing screening processes for all students at intervals throughout the school year and works collaboratively with the faculty to ensure students are progressing in accordance with grade level benchmarks. When a student demonstrates a concerning pattern of performance and/or behavior, the Learning Specialist will lead the process of assessing and making recommendations for appropriate actions to support the student and family. For some students, this work involves making referrals for diagnostic evaluations, assisting parents and faculty in interpreting evaluation results, and making referrals for specialized services. The Learning Specialist role also includes the responsibility for working collaboratively with faculty members to help ensure curricular offerings are fully differentiated to meet the student's needs, and includes helping write and design individualized learning plans for students and updating them as needed. This is a new position at St. Ignatius, so the Learning Specialist will need to collaborate with the leadership team in developing an effective learning support framework for the school.

### **ROLES AND RESPONSIBILITIES:**

- Leads the process for identifying, monitoring, and remediating students who learn differently. This involves interfacing with faculty, parents, and private contractors on behalf of students who require specialized academic instruction (including advanced learners).
- Helping to educate faculty and parents on topics relevant to learning differences and cultivating a network of community professionals to support St. Ignatius College Preparatory students and families.
- Meets regularly with and organizes Students Support Teams for students who have Individualized Learning Plans and/or students for whom faculty have growing concerns.

- Helps define appropriate general and specialized instruction, collaborating with the faculty to help ensure instruction is of high quality and meets the needs of all students.
- This includes assisting with implementation of models of differentiated instruction which provide specialized, small-group instruction in reading, writing, and math and working to identify, introduce, and maintain blended learning models to enhance opportunities for personalized, 24/7 learning.
- Make regular assessments of student achievement and progress.
- Report regularly on student achievement and progress.
- Meet with individual parents as necessary to discuss the progress of their children.
- Read and summarize all Psych-Ed evaluations for Father Sauer Academy and St. Ignatius College Preparatory students for Admissions as necessary.
- Assist with the writing of individual learning plans (ILPs) that will target students' specific curricular/learning needs.
- Counsel families on learning support and assessment accommodations.
- Support teaching staff by offering resources, partnership and training to enable faculty to better meet the needs of all learners.
- Develop and maintain communication and documentation protocols related to learning support.
- Assume an active role in Student Support Team (SST) meetings.
- Coordinate detailed testing of students by outside specialists.
- Coordinate the use of external tutors.
- Perform other duties as determined by the school administration.

### **EDUCATION / EXPERIENCE REQUIRED:**

- Bachelor's degree, Master's preferred.
- Applicants must have a strong knowledge base in the area of learning differences, especially dyslexia, dysgraphia, and dyscalculia, as well as a deep knowledge base regarding ADHD and Executive Functioning issues.
- At least 5 years experience as a Learning Specialist and teaching experience.
- Desirable candidates will also know about early intervention, assessments, acquisition of reading, and be current on the general teaching of reading, writing, and mathematics.
- Membership to learning specialist professional development groups and demonstrated leader in this field of education.
- Excellent interpersonal, written and verbal communication skills as well as a proven ability to work with a diversity of colleagues and stakeholders at all levels.
- Outstanding judgment and maturity.
- A very high level of energy, creativity and flexibility
- Ability to collaborate with faculty, staff, administration, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor

### **HOW TO APPLY:**

Interested applicants should submit a cover letter, resume and salary requirements to [resumes@siprep.org](mailto:resumes@siprep.org) by April 30, 2021