

Job Title: **Director of Learning Support Services**

Starting Date: July 1, 2021

Reports to: Academic Dean

Job Summary: 11 month position, exempt, salaried,(living on campus preferred)

Stuart Hall School seeks an experienced, innovative, and dedicated Director of Learning Support Services to develop and lead the school's learning support program. Learning support plays a prominent role in the school's recently-approved strategic plan, and the Director of Learning Support Services will have a key role in developing the program envisioned as the school transitions to mastery-based learning. Stuart Hall strives to be the school of choice for parents of boarding & day students who want their children to be independent, self-aware, self-directed and motivated, and who — through meaningful, real-world learning experiences — have obtained mastery in skills essential for engaged contribution to the world.

The Position

The Director of Learning Support Services supports all students, with a focus on students with learning needs which could include ADHD, specific learning disabilities, dysgraphia, dyslexia and other language based disorders, executive functioning disorders, deficits that involve memory and the ability to process information as well as help for students who are experiencing anxiety or other emotional concerns that affect learning. Support involves helping students develop strategies that work best with individual learning needs and learning styles, and assisting with the implementation of accommodations.

The Director of Learning Support Services is responsible for creating individualized student action plans and works in partnership with subject area teachers to support and advance students with different learning needs within the classroom. The position also develops and maintains communication with parents on students' academic, social, and emotional achievements, progress, and needs. This position also works with outside professionals to ensure each student is reaching their full academic and personal potential and achievement.

Essential Duties and Responsibilities

- Work with Academic Dean, Dean of Students, Director of Wellness Support Services, and teachers towards the academic support of students
- Manage a caseload of students with learning support needs
- Create individualized student action plans and accommodation plans that target specific learning and curricular needs
- Create a welcoming, inclusive, legally sound and interactive process for families seeking accommodations for students
- Use formative and summative practices to assess and analyze student strengths and needs; document student progress and achievement; design and implement appropriate instruction to facilitate learning and growth
- Support classroom teachers in the implementation of personalized learning plans
- Coordinate and make recommendations for additional support, such as tutors or psychoeducational evaluators, as needed and appropriate
- Collaborate with the Testing Coordinator to ensure standardized test (SAT, ACT, AP) accommodations are approved
- Conduct educational screening/assessment services and make referrals for outside evaluation, as needed and appropriate
- Remain current with accepted and appropriate instructional theory, practice and research, as well as emerging practices for cultivating neurodiversity, twice exceptionality, and assistive technology
- Develop solid knowledge of the curriculum including the essential information, concepts and skills to better support students and assist classroom teachers.

- Develop and maintain frequent communication with parents about student's academic, social, and emotional achievements, progress, and needs
- Collaborate and coach teachers on best pedagogical practices, skillful classroom management (routines and procedures), and differentiation to ensure a safe, orderly, positive, enjoyable, and productive learning environment accessible to all students
- Collaborate with advisors, dorm parents, and co-curricular program leaders to ensure students needs are understood and supported in all areas of school life
- Assist in preparing and implementing a mastery approach for learning to allow for student academic success
- Attend weekly meetings with the STUdent Support Team about students receiving instructional support
- High degree of discretion and confidentiality, as necessary and appropriate

Student Life

- Reside on campus and serve as a dormitory parent or dormitory affiliate (preferred)
- Ability to work a flexible schedule to allow for work with students after school day hours
- Lead or assist with an afternoon co-curricular program

Enrollment

- Assist the Enrollment Office in marketing the learning support program, including speaking with prospective families, educational consultants, and other partners
- Assist the Director of Enrollment in the review of application materials for students applying to Stuart Hall who show identified learning needs

Overall

- Support the School's mission and culture
- Adhere to the guidelines in the employee manual
- Proactively provide parent and student communication
- Perform other duties as assigned

Qualified candidates should possess the following education & experience:

- Bachelor's degree, required
- Master's or terminal degree in Education, Special Education, Education Administration, Psychology or related field, preferred
- 4+ years of prior teaching experience of students with diagnosed learning differences or experience as a learning specialist focused on students in grades 9-12
- Must be able to exchange accurate information in a professional manner with parents, students, faculty, staff and other professionals, including excellent writing skills
- Ability to handle and maintain confidential information
- Ability to implement formal and informal assessment programs
- Demonstrated skill in helping each student succeed academically and socially
- Prior boarding school experience, as either a student or a faculty member, is an asset
- Enthusiasm for, and experience in, working with a diverse community

Stuart Hall welcomes candidates who have demonstrated a commitment to diversity, equity, and inclusion in their teaching and learning and who will add to the diversity of our community. Stuart Hall does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. The School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our school community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status.

About Stuart Hall

Stuart Hall is an Episcopal boarding and day school in the Shenandoah Valley of Virginia that provides a college preparatory education for students in grades 4-12. The School is located in Staunton, Virginia, which was named as one of Travel & Leisure magazine's best small towns and is the home of the American Shakespeare Center, the Woodrow Wilson Presidential Library, and the Frontier Culture Museum. Located just minutes from Shenandoah National Park and less than 45 minutes from the University of Virginia, James Madison University, and Washington & Lee University, Staunton sits at the center of a vibrant arts, culture, and outdoors scene. The 180 students of Stuart Hall experience benefit from Staunton's setting through the School's real-world, place-based approach to education summarized by the tag line "Staunton is Our Campus."

A member of Episcopal Church Schools in the Diocese of Virginia, Stuart Hall is fully accredited by the Virginia Association of Independent Schools and is a member of the National Association of Independent Schools and the National Association of Episcopal Schools. Founded in 1844, the School lives by its mission to prepare students of all faiths for success in universities worldwide and for engaged lives of intellectual curiosity, creativity, and contribution.

Apply: Please send a current resume and cover letter to Sharon Arne at sarne@stuart-hall.org