



## **The Position: Upper School Learning Specialist**

Founded in 1996, Episcopal Collegiate School is a PK-3-12 independent, college preparatory, co-ed day school of 785 students located in Little Rock, Arkansas. Rooted in the Episcopal tradition and affirming of all faiths, the School strives to develop in its students respect for all persons, reverence of God, and a sense of moral responsibility. Supported by a strong financial foundation, the School has experienced exceptional growth in all phases of school life and school operations. This is an extraordinary opportunity to lead an exceptional school with deep ties to its community and an unwavering commitment to the well-being of its students.

### **Position Summary**

The Upper School Learning Specialist is responsible for the coordination of learning support for students and teachers. As a member of the Upper School Administrative team, the Learning Specialist will develop and curate resources to support teachers in research-based teaching practices, provide on-going support and professional development for teachers, coordinate and support Academic Assistance Plans for students, coordinate small group and individual tutoring for recommended students, and lead parent education opportunities.

Episcopal Collegiate School is committed to providing robust and meaningful support so that each student can achieve high levels of academic success. Episcopal Collegiate School is a challenging college-preparatory school with a nurturing and supportive environment.

### **Qualifications Desired**

A professional background in Education, preferably with an advanced degree in Education or a related field. A minimum of 5 years of experience working in a school-based or similar setting providing learning support for students in middle and upper grades. Knowledge of and experience in implementing a Response to Intervention (RTI) approach to supporting students. Ability to interpret psycho-educational testing reports and develop learning plans based on the evaluator's recommendations and the school's philosophy. A desire to work collaboratively with other Learning Specialists and grow the Academic Achievement Center so that it continues to be a resource adding value to teachers, students, and parents. A caring person who believes in seeing each student exceed his or her potential and is able to effectively communicate with empathy and clarity with teachers, students, and parents.



### **Essential Duties and Responsibilities**

- Serve as a member of the Upper School Administrative Team and Student Support Services Team schoolwide. Collaborate with the Director of Student Support, additional specialists, and Upper School counselor.
- Work directly with teachers to evaluate strategies for supporting students and identifying students who may need additional diagnostic testing for learning differences.
- Interpret testing and design Academic Assistance Plans to be implemented by classroom teachers.
- Lead testing consultation meetings with faculty.
- Support students directly in 1-1 coaching sessions and small group tutoring.
- Promote and lead professional development opportunities for faculty, students, and parents.
- Monitor academic notices and recommend interventions.
- Develop a transition program for incoming 9<sup>th</sup> grade students.
- Oversee all standardized testing for the Upper School.
- Oversee submission of accommodation requests for college entrance exams.
- Oversee Advanced Placement exam scheduling.

Interested and qualified candidates should submit electronically in one email and as separate documents (**PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A statement of educational philosophy
- An annotated list of three professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent electronically to:

Jamie Griffin  
Head of Episcopal Collegiate School  
[jgriffin@episcopalcollegiate.org](mailto:jgriffin@episcopalcollegiate.org)