



Position Title:	Upper School Learning Specialist
Date Modified:	May 2025
FLSA Classification:	Exempt
Reports to:	Head of Student Support Services
Position Purpose:	The role of the Learning Specialist is to support students by providing intervention and remediation and to support teachers in their efforts to advance students with different learning needs within the classroom.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School Year

Description:

The learning specialist supports teachers in their efforts to advance students with different learning needs within the classroom. The Learning Specialist supports students with learning strategies, organization, and study skills and provides individual instruction as appropriate. The Learning Specialist's broad area of responsibility is to ensure that each student may learn and flourish academically, socially, emotionally, and spiritually in a nurturing and responsive classroom and school environment.

Essential Functions and Tasks

- Provide student support focusing on executive functioning and study skills.
- Use assessment data to develop student accommodation plans.
- Coordinate meetings with parents to discuss accommodations.
- Organize, manage and update data regularly using diagnostic information obtained from evaluations.
- Serve as the SSD & TAA coordinator for standardized testing agencies.
- Make regular assessments of students' achievement and progress.
- Support teaching staff by offering resources and assistance to enable faculty to meet the needs of all learners.
- Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged and achieve gains.
- Collaborate with teachers to develop effective whole group practices, small group interventions, and individualized learning activities.
- Honor the confidentiality and privacy of all students.
- In coordination with the Head of Upper School and the Head of Student Support Services create and implement a protocol for determining who will receive support from the Learning Specialist.
- Report regularly on student achievement and progress.
- Attends Parent-Teacher Conferences to discuss pupil progress with parents, as needed.
- Meet with individual parents as necessary to discuss the progress of their children.

- Read and be familiar with all Psycho-Educational evaluations for Upper School students. Assume an active role in grade-level team meetings and Upper School support meetings.
- Collaborate with content teams and advisors to promote an environment of critical thinking and academic rigor.
- Assist teachers in classrooms to help adjust, modify, and enrich curricular approaches and improve pedagogy.
- Approach practice with a sense of urgency, maximizing every minute with students.
- Develop and maintain communication and documentation protocols related to learning support.
- Provide a safe learning environment in which students are able to take intellectual risks.
- Attends and participates in all mandatory school training and staff development.
- Knowledgeable about Veracross and uses the Veracross module and/or other school management software programs.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Provides support for students and teaching staff in other divisions as needed.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the student support services department.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Takes part in the Professional Growth and Evaluation Program within the department.
- Well versed with and adheres to school policies in all areas of student interaction.
- Adheres to and supports the Employee and School Handbooks.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Other duties as assigned by the Head of School or immediate supervisor.
- Assessed through the Professional Growth and Evaluation Program.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications:

- Bachelor's degree required master's preferred, preferably in disabilities or special education; licensed educational diagnostician, preferred.
- At least four years of experience as a learning specialist or related role preferred.
- Independent school experience preferred.
- Valid professional Texas teaching certificate, preferred.

- Ability to effectively 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.
- Competency with basic word processing, spreadsheet, basic office equipment, and internet applications required.

Physical Requirements and Work Environment

- Occasionally lift 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.