**Lower School Learning Specialist**

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**About Saint Andrew’s School:**

Saint Andrew's School is an independent, co-educational school for grades PK-12, Saint Andrew's is both a day school and a boarding school, educating students from across the United States and throughout the world. As a college preparatory school in the Episcopal tradition, Saint Andrew's welcomes students of all faiths, customs, cultures, and beliefs. "Honor Above All," academic excellence and education in Mind, Body, and Spirit reflect Saint Andrew's experience. We are committed to educating the "whole child" while instilling a dedication to lifelong learning.

Saint Andrew’s School employees are committed to the mission to provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition.

**Position Summary:**  
The Lower School Learning Specialist is responsible for organizing and implementing school-approved support for students with disabilities and/or students who require targeted interventions to achieve grade-level objectives. This position is responsible for facilitating an educational environment in which students have the opportunity to reach their academic potential and achieve intellectual, emotional, physical, spiritual, and psychological growth.

**Duties and Responsibilities:**

* Collaborates with faculty, counselors, learning specialists, and divisional leadership to support students with learning differences and/or other educational needs
* Coordinates and facilitates communication between student, family, school, and other relevant professionals
* Provides specialized instruction for students in grades PK-5 focused on, but not limited to literacy, math, and English language acquisition
* Teaches individual and groups of students in both push-in and pull-out modes of instruction
* Reviews and interprets psycho-educational evaluations
* Develops and writes student accommodation plans
* Communicates and ensures the faithful implementation of approved accommodations
* Observes individual students displaying academic or behavioral difficulties and uses the data to recommend in-school and community resources for identified students
* Secures and provides standardized testing accommodations for qualifying students
* Maintains confidential student records, ensuring proper documentation of consent for the external release of student information related to student accommodations
* Provides ongoing professional development and support to teachers
* Liaises with the Admissions Department regarding prospective students
* Coordinates the work of the divisional student support team
* Fulfills other duties as assigned by the supervisor

**Qualifications**

* Bachelor’s degree in education-related field; Master’s Degree in Exceptional Student Education or related field, preferred
* Demonstrated experience serving students with diverse learning needs
* Ability to maintain the privacy of personal and highly sensitive information, (such as psycho-educational evaluations and accommodation plans), only sharing with the appropriate school personnel, as necessary
* Technical skills: Proficiency on Google Suite
* Strong organizational skills
* Strong work ethic and ability to communicate effectively with a variety of constituents
* Cultural Competence

**Physical Demands:** Must be able to sit, stand, walk, bend, lift, and for the majority of the work day. May be required to lift up to 25 pounds.

*Saint Andrew’s School is committed to providing equal opportunity in all employment practices without regard to age, gender, race, religion, color, sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, marital or familial status, pregnancy, disability or handicap, genetic information, military status, or any other protected status in accordance with the requirement of all federal, state, and local laws.*

*Saint Andrew’s is a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check.  Saint Andrew’s School may, in its discretion, modify or adjust the position to meet the school’s changing needs.*