



JOB DESCRIPTION

Position Title:	Learning Support Specialist
Supervisor:	Assistant Head of School: Director of Counseling
Revision Date:	01/17/2020
Classification:	Part time/Exempt /12 month
Department:	Administration

POSITION OVERVIEW: The Learning Support Specialist is a member of the Student Support Team at Echo Horizon School. The central mission of the Learning Support Specialist is to ensure that Echo Horizon School identifies and supports its students who learn differently and provides appropriate instruction and intervention based on educational best practices and outside professional evaluations.

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 with the grade level team. The Learning Support Specialist will work collaboratively with the Leadership Team and faculty to help ensure that curricular offerings are differentiated to meet the student's needs.

The ideal candidate will:

- Have exceptional organizational skills and follow through
- Have exceptional social emotional intelligence and interpersonal skills and the ability to act, teach, and interact with empathy
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Take initiative and possess the ability to assess a situation and implement action
- Be a good listener and mentor, setting high expectations while supporting students, faculty, and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Be an exceptional, caring teacher and practitioner who is up-to-date on best practices in counseling, learning differences and styles, and child and adolescent development
- Ability and willingness to collaborate productively with faculty/staff/administration in the best interest of the school



ESSENTIAL DUTIES:

- Meet weekly with the Assistant Head of School: Director of Counseling and the Student Support team to review students who are struggling and discuss interventions to support their academic wellbeing
- Meet weekly with the Assistant Head of School: Director of Counseling and the Student Support team to review students who have been identified and for whom intervention plans are in place to assess their progress.
- Lead the process for identifying, monitoring, and remediating students who learn differently. Interface with faculty, parents, and outside specialists on behalf of students who need specialized academic interventions and instruction.
- Educate faculty and parents on topics relevant to learning differences and learning styles.
- Work closely with the Director of Teaching and Learning and specialists to assist with the implementation of models of differentiated instruction which provide specialized small-group instruction in reading, math, and writing.

PREREQUISITE EDUCATION, KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's Degree in related field
- Master's Degree in Counseling, Child Development, or similar field preferred
- Up-to-date with best pedagogical practices for child/adolescent development
- Strong knowledge base in the area of learning differences, especially dyslexia, dysgraphia, as well as a deep knowledge base regarding ADHD and Executive Functioning issues.
- Possess a strong knowledge base of early intervention, assessments, acquisition of reading and be current on general teaching of reading, writing, and mathematics.
- Exceptional cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to effectively and respectfully handle diverse issues involving parents/guardians
- A positive outlook, flexibility, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families.
- Curiosity and a love of learning and children
- A willingness and enthusiasm to participate and be visible in the Echo Horizon School community
- First-aid and CPR trained

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time



- Repeated squatting and bending
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

*Please send a resume, cover letter, employment application and teaching philosophy statement to: careers@echohorizon.org