



Position Title: **Learning Specialist/Instructor in Academic Support**

Last Updated: September 2023

Reports To: Director of Academic Support and Academic Dean

Status: Exempt-Appointed by the Head of School  
Full-time

Schedule: 10.5-month appointment (Aug 15 – June 30)

Benefits: Full benefit eligibility  
Tuition Remission Eligible – No

Summary Description:

Under the direction of the Director of Academic Support, (DAS) the Learning Specialist is responsible for assisting in the coordination and facilitation of academic support functions for students who have documented learning differences as well as those who require assistance through our Center for Academic Success. The Learning Specialist will teach several sections of the Academic Strategies Tutorial during the academic day and will assist in facilitating the Laboratory for Academic Success during the evening.

Essential Functions:

- **Provide support for students with a variety of learning challenges and disabilities.**
  - Assist with implementation of appropriate instructional support plans for students.
  - Assist the Director of Academic Support in developing appropriate recommendations for curricular and executive functioning support
  - Assist in communicating recommendations to all adults working with a particular student
  - Refer families to Director of Academic Support when academic testing may be indicated
  - Facilitate extended time and other accommodations
  - Assess student proficiency, identify special areas of ability or deficiency and report student progress to parents, faculty, and school administration
- **Teach Academic Strategies Tutorial (AST) classes each trimester**
  - Teach 3-4 sections of AST (each meets twice a week with a maximum of four students) per term;
  - Collaboratively create, coordinate, and implement appropriate curriculum in executive functioning and study skills for the AST course with two other AST teachers;
  - Track student progress and communicate frequently with parents and faculty;
  - Collaborate and communicate with faculty on instructional strategies for particular student cases;
- **Proctor Laboratory for Academic Success (LAS) one night per week each trimester**
  - Oversee LAS during study hall from 8-10 PM once per week as scheduled by the DAS
  - Assist each student in the program in organizing work, accessing resources, and developing a plan for successful completion of homework each evening
  - Submit a duty report to communicate progress or concerns with appropriate faculty or administration.
- **Concussion/Illness Re-entry Management**
  - Coordinate with Health Services and Athletic Trainer to provide an academic accommodation plan for those students under concussion management;
  - Facilitate re-entry to full participation in the academic program;
  - Meet with parents, faculty and administrators to discuss progress or concerns of impacted students.

- **Other CAS Operations**

- Assist with management of tutoring requests
- Meet with parents, faculty and administrators to discuss progress or concerns of particular students
- Manage basic upkeep and supply list for Center for Academic Success

Other responsibilities:

- Attend required school events and carry out responsibilities for weekend duty rotation (50%)
- Perform other duties as needed/assigned by the Academic Dean and Director of Academic Support

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment

Qualifications:

- Bachelor's Degree in special education or related field of education; advanced degree preferred
- Three to five years of experience providing support for students with learning challenges
- Direct experience/knowledge of independent boarding schools preferred
- Knowledge of academic support functions, educational testing, field terminology
- Experience with creating curriculum, lesson planning and classroom instruction
- English Language Learners experience a plus, but not required
- Counseling and advising skills
- Problem solving skills and initiative to take proactive measures to avoid conflict
- Ability to relate effectively with students, institutional personnel, and the public
- Have excellent integrity and demonstrate good moral character and initiative
- Strong interpersonal skills, including an enthusiastic, collaborative approach to his/her work and colleagues
- Must be able to work independently as well as part of the Academic Office team
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Strong writing and communication skills
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, etc.) Internet and online instruction technology, knowledge of Veracross a plus
- All employees are required to participate in annual harassment awareness training as a condition of employment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administrators shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have a valid driver's license

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable setting; most often indoors
- The workplace that is usually moderately quiet but that can be noisy at times
- The employee may be exposed to disruptive students

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.