

POSITION DESCRIPTION

Job Title:	Learning Specialist	Date:	January, 2024
Department:	St. Mary's Resource Program	Last update:	January, 2024
Reports To:	Director of Saint Mary's Resource Program/Principal		
Status:	X Exempt X FT	Non-Exempt PT	Classification: 10 months

POSITION SUMMARY:

The Academy of the Holy Cross has a long history of developing each student's unique potential for learning. Consistent with this philosophy, The Saint Mary's Resource Program (SMRP) was established to meet the individual needs of students with learning differences during their high school years. Acknowledging that each student has a unique learning style, the SMRP provides resource support to those students with learning differences to afford them the opportunity to reach their academic potential.

The SMRP learning specialist position is a full-time position that supports the educational and religious mission of the Academy by providing opportunities for students to learn more about their learning styles through developmental programs addressing academic and personal/social. This position works closely with teachers, colleagues, and parents individually and in groups to provide guidance in implementing accommodations, academic skills training, and support the social-emotional health of our students.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPAL RESPONSIBILITIES:

General Responsibilities

- Work cooperatively with the Director of Saint Mary's Resource Program to ensure students with accommodations are maximizing their resources and implementing academic accommodations.
- Collaborate with the Director of the Saint Mary's Resource Program and Counseling staff to develop and implement programs based on the academic needs of students.
- Interpret formal evaluations and assessments for purposes of supporting students and staff in understanding student needs and implementing strategies for academic success.
- Monitor the academic performance of students with accommodations and intervene when concerns are noted (via teachers, decline in grades, etc.).
- Analyze and interpret student data to develop strategies and appropriate interventions and supports.

- Provide direct academic support and supervision in the Saint Mary's Resource Center on a daily basis during SMRP study hall.
- Facilitate meetings between students, teachers, and parents about issues of concern.
- Develop and foster effective relationships with students and be available during times when students are not in class.
- Collaborate with the Director of SMRP to submit standardized testing accommodations and coordinate school-based standardized testing.
- Provide parents, teachers, advisors, tutors, and students with specific information about a student's learning, academic performance, and most effective instructional techniques.
- Encourage and support students in exploration of strengths, limitations, and new activities.
- Create lessons designed to support study skills and students' academic classes
- Refer students to school-based academic resources (e.g., teachers, study hall, math lab, HS tutors, etc.) and external referrals, if requested.
- Empower students to understand their learning strengths and challenges and to advocate for their needs.
- Provide academic skills training and executive functioning training such as organization, planning, time management, study skills, and test-taking skills.
- Collaborate with faculty and staff to support students in implementing accommodations and effective academic accommodations.

Administrative Duties

- Maintain student files and ensure confidentiality (grades and progress notes, test results, correspondence, etc.)
- Maintain records of phone contacts, written correspondence, and student office visits.
- Serve on school committees as needed.
- Attend all SMRP Department and faculty meetings.
- Assist with Admission interviews

JOB REQUIREMENTS:

EDUCATION: Master's degree in Special Education or related field

EXPERIENCE:

- Must have a minimum of three years of experience working in a classroom setting with children with learning differences
- Must have experience working with students with learning disabilities and demonstrated the ability to interpret results of neuropsychological and psychoeducational evaluations, IQ tests, achievement tests and

other diagnostic tests as well as training in developing and implementing strategies that will allow different learning styles to achieve success.

SKILLS:

- Must have excellent written and oral communication skills
- Must be able to work effectively with students, staff and parents from diverse backgrounds
- Must be conscientious, reliable and organized with strong counseling and mentoring skills
- Must demonstrate a high level of integrity and professionalism and contribute to a positive work environment
- Must enjoy working with and have an understanding of adolescent girls
- Must be proficient in Microsoft Office Suite and able to learn other database software and SIS. Must have excellent written and communication skills

TYPICAL DEMANDS:

- Must exhibit a deep level of patience, understanding, compassion, and flexibility
- Must be able to manage multiple tasks simultaneously and meet deadlines
- Must be able to maintain confidentiality and handle sensitive situations effectively and with discretion and sound judgment
- Must be available before school, after school, some evenings and weekends
- Performs other duties as assigned