

POSITION DESCRIPTION

Title: Learning Specialist
Reports to: Principal

Job Summary: Function as a learning specialist teacher for students with public school learning plans; provide consultation regarding students who are not meeting grade level expectations and provide staff support for the assisting in the teaching of students who have unique learning needs.

Job Duties:

- Plan for and carry out remedial instructional interventions to address the identified needs of students
- Coordinate, collaborate, train, and assist the teaching staff in meeting the specific instructional needs of identified students who are not meeting course expectations
- Assist classroom teachers with modifications and adaptations of materials and course content.
- Provide accommodations for testing situations for students with time, location, method needs.
- Assess and /or analyze initial and ongoing individual student needs by using accepted assessment tools
- Monitor the progress of each assigned pupil, collaborate with the regular classroom teacher regarding appropriate teaching techniques aimed at maximizing learning, and apply these techniques when working with students
- Model effective strategies relative to the teaching of students with identified disabilities through the teaching of demonstration lessons, staff development workshops, and the provision of research data.
- Report individual student's progress based on documented student work
- Report incidents that detract from the learning environment
- Coordinate with teachers, principals, and guidance counselor to develop and implement a Learning Support Plan
- Schedule and participate in meetings with parents, teachers, other professional staff, and principals as necessary to support student progress which may include parent teacher conferences and ISP and LSP meetings
- Provide education and resources to parents to assist with developing and practicing learning skills
- Maintain professional competence through participation in staff development activities provided and/or suggested by SMCS Administration
- Participate in curriculum development activities
- Participate in faculty / departmental meetings as needed
- Understand and be accountable to the SMCS Curriculum
- Active participant in pupil services meetings

Qualifications:

- Current Wisconsin teaching license
- Foundational Catechetical Certification (10 hours per year)

Professional Expectations:

- Create a positive and safe learning environment
- Work openly, creatively and cooperatively with others
- Contribute positively in a team environment
- Maintain professionalism at all times;
- Communicate effectively with students, staff, parents and others in the school community
- Demonstrate sensitivity to the needs of students of varying age levels, diverse cultures and socioeconomic backgrounds
- Work independently within the limits of assigned responsibilities
- Exercise good judgment in prioritizing tasks and making work-related decisions
- Practice confidentiality
- Continue professional growth and personal development
- Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications.

Christian commitment:

- Role model and witness to a Christian lifestyle
- Promote a positive, charitable spirit and nurture a Christian environment within the school community
- Challenge the students to use their God-given gifts
- Interact with the family promoting the total Christian education of the student

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.

Print Name: _____

Signature: _____ Date: _____