



Position Description

Position Title: Lower School Learning Specialist

Department/Division: Lower School

Reports to: Head of Lower School

Position Status: Exempt

Created/Updated: August 2019

Position Summary:

Lancaster Country Day School seeks an experienced learning specialist starting in August 2019. Responsibilities would include working in collaboration with Administrators, guidance counselors, Intermediate Unit itinerant staff, students and their families to increase student achievement, to facilitate the Student Support Team process, and academic interventions in preschool through 5th grade with some classroom teaching. Our curriculum is based on inquiry, hands-on lessons that excite the student and cultivate life-long learning. Lancaster Country Day School supports the active engagement of students, the use of technology, and faculty professional development.

Requirements:

- Bachelor's degree in education and special education with a specialization in reading and literacy
- Experience with Orton-Gillingham and Wilson method
- Three years of full-time teaching experience at the Lower School level would be ideal.

Responsibilities:

- Provides direct assessment services to students to determine instructional levels, rates of acquisition and retention
- Schedules and leads student Support team meetings
- Assesses the students' degree of need(s) and provides recommendations for specific instructional interventions to the LS Head, teachers, and other members of the Student Support Team
- Adapts materials for instructional purposes and measures student progress
- Determines specific occurrences of inappropriate and appropriate behaviors and devises behavior management techniques for teachers to increase appropriate behavior in individual students
- Collaborates with classroom staff to devise behavior management techniques to increase positive behavior in individual students
- Facilitates collaborative consultation techniques with parents, the school counselor and classroom teachers
- Performs formal and/or informal diagnostic evaluations, i.e., academic, behavioral and/or perceptual for the purposes of defining and refining student needs

- Monitors those classroom staff, who have implemented suggested strategies and performs periodic data reviews to determine whether to continue, update, or discontinue those student strategies
- Develops Independent Learning Plans for eligible students
- Participates in the preschool transition team meetings and schedules and facilitates parent/school team meetings and classroom/program visitations as appropriate
- Provides direct instruction to a small group of students
- Provides support for teachers regarding materials, interventions, assessment techniques, and appropriate strategies
- Assumes any other responsibilities as assigned by the Lower School Head
- Enhances curriculum and instruction as well as ensures consistent delivery of curriculum
- Supports students with their use of technology in the classroom
- Demonstrates good classroom management
- Collaborates closely with other faculty members (departmental, grade-level, and school-wide) to strengthen instructional practices and to share best practices
- Participates actively in professional development activities
- Performs other related duties as required and assigned