



## **Learning Specialist—Lower and Middle School**

*Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.*

Currently Charles Armstrong School is looking for a full time lower and middle school Learning Specialist.

### **Position Overview**

The Learning Specialist works with students, both directly and indirectly, to provide academic and emotional support for an assigned caseload of students and collaborates with teachers each day. The Learning Specialist will facilitate and coordinate instructional support services in literacy and math for individual students or in small groups.

The Learning Specialist's caseload may include the following:

- Students who struggle to keep up with one or more of their groups and their cohort. Students may need additional review of concepts, may benefit from previewing concepts to be able to access the learning, or may need to have concepts explained in a different way with alternative materials.
- Students who transfer into the school and could join a group but need some support learning terminology and missed concepts (short term intervention).
- Students who are working at a higher level than their group and could join a higher group but need to cover concepts missed (short term intervention).

### **Primary Responsibilities:**

- Teach one-on-one or small group reading and math classes to students identified at various grade levels
- Differentiate the curriculum for individual students, including coordinating with the classroom team to reinforce and integrate strategies into the classroom throughout all academic subjects
- Work with students, teachers and other faculty to create strategies that promote a greater chance of academic success
- Communicate and meet with classroom teachers on a regular basis
- Administer academic screenings/assessments as needed
- Communicate and meet with the Director of Lower and Middle School on a regular basis
- Communicate and meet with the Director of Teaching and Learning on an as needed basis
- Communicate with families on a regular basis to update them on goals and progress
- Attend GLM's on an as needed basis
- Complete quarterly progress notes

- Consult with teachers, parents, administration and outside professionals regarding individualized needs of students regarding classroom and home interventions
- Engage in ongoing professional development to stay current in the learning specialist field
- Other duties as assigned

**Education, Certifications, and Work Related Experience:  
Required**

- Wilson Certificate required
- Master's degree preferred
- Special Education certification preferred
- Minimum of five years teaching experience at the elementary and middle school level working with children with language based learning differences
- Knowledge of multi-sensory teaching techniques
- Training in a variety of reading programs, i.e. Wilson, Just Words
- Knowledge of a variety of methods of teaching math
- Knowledge of various assessment measures (standardized and non-standardized) and ability interpret data to evaluate progress

**Additional Skills:**

Demonstrate the ability to work with children of all ages who are dealing with various learning challenges  
 Excellent teaching skills  
 Excellent written and verbal communication skills  
 Ability to work on a team  
 Ability to partner with parents  
 Knowledge of relevant technology  
 Ability to implement formal and informal assessment programs  
 Ability to multi task and manage competing priorities

**Charles Armstrong School offers:**

- Competitive salaries commensurate with experience
- Attractive medical, dental and vision package, 403b plan
- Tuition reimbursement
- Team-teaching model
- Instructional coaches
- Professional development program
- Collaborative teaching environment with seasoned professionals

Direct resumes and cover letter to Jessica R Miller  
 Head of School  
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**Charles Armstrong School is the premier school for children with dyslexia and learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.**