



## Position Description Learning Specialist

Phillips Brooks School (PBS) announces a search for a full-time Learning Specialist beginning in August 2017. This person will join a growth-oriented and collaborative learning community committed to the school's mission and core values.

The Learning Specialist will be responsible for the learning services program for Kindergarten through 5th-grade students. The Learning Specialist meets with teachers to discuss individual children; screens children for learning and developmental differences; recommends teaching strategies to meet individual needs; provides service directly to students individually, in small groups, and within the classrooms; and works with teachers and parents to recommend outside testing, tutoring, or other indicated special services. The Learning Specialist educates faculty, parents, and students about learning and teaching styles and strategies.

### Major Responsibilities

- Provide small group or individual student support in reading, writing, or mathematics
- Collaborate with teachers on curriculum differentiation for particular students as needed
- Attend grade level meetings to discuss and develop strategies to meet the needs of a variety of learners
- Develop positive behavior plans in concert with classroom teachers
- Help to coordinate communication between teachers, tutors, and families
- Model and help implement ongoing classroom support systems
- Coach students to further develop executive functioning as needed
- Consult with the administration on a regular basis about student progress and needs
- Assist with administration of standardized testing a few times a year
- Maintain communication with teachers, administrators and other staff
- Good working knowledge of best practices in multisensory research-based instruction; such as Orton-Gillingham, Wilson Fundations, Slingerland and/or Lindamood-Bell.
- Familiarity with Reader's and Writer's Workshop
- Experience working with students within a school setting
- Proficiency and interest in technology to support differentiated learning

### Qualifications

This position is a visible, key position as the communication touches all members of the school community. The successful candidate must possess a nurturing teaching style, and interact with students, parents, and co-workers in a supportive and collaborative manner. The position requires an undergraduate degree and experience supporting successful access to curriculum through differentiation, small group support, or one-on-one coaching. Preferred qualifications include Educational Therapist certification or coursework, and a master's degree in Special Education or a related field. Personal characteristics desired include flexibility and a sense of humor.

### Application

Candidates for this position should submit a cover letter, resume, and contact information for three to five references (including current supervisor or client). Please combine all documents into a single PDF and send to [employment@phillipsbrooks.org](mailto:employment@phillipsbrooks.org). The subject line should read: *Learning Specialist – [your last name]*. Only those candidates who meet the job requirements and submit all application materials will be considered.