

Open Position: **Learning Specialist K-5**

School: Phillips Brooks School, Menlo Park, California

Phillips Brooks School (PBS) announces a search for a full-time Learning Specialist beginning in August 2016. This person will join a growth-oriented and collaborative learning community committed to the school's mission and core values of kindness, courage, community, and love of learning.

Responsibilities

The Learning Specialist will be responsible for the K-5 learning services program in partnership with the school's Director of Teaching and Learning. More specifically, duties will include:

- Collaborating with teachers on curriculum differentiation and individual student learning profiles
- Screening children for learning strengths and needs
- Coordinating communication between teachers, parents, and outside support services
- Providing small group or individual student support in reading, writing, mathematics, and executive functioning skills
- Consulting with the administration on a regular basis about student progress and needs
- Coordinating ERB testing for 3-5 grade students, including follow-up with teachers and parents
- Coordinating standardized testing accommodations for 5th graders and their parents in the outplacement process
- Educating faculty, parents, and students about effective learning and teaching strategies

Qualifications

The successful candidate will demonstrate a passion for supporting students, teachers, and parents in the art and science of differentiated learning in a K-5 setting. This candidate will have excellent communication and collaboration skills, a nurturing teaching style, and a sense of humor.

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 Masters degree in Special Education or a related field.

A successful candidate will also have:

- Good working knowledge of best practices in multisensory research-based instruction, such as Orton-Gillingham, Wilson Foundations, Slingerland and/or Lindamood-Bell
- Familiarity with Reader's and Writer's Workshop
- Experience working with children, teachers, and parents within a school setting
- Proficiency and interest in technology to support differentiated learning

Application

Interested candidates 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. 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.