



Annunciation Orthodox School Learning Specialist

Annunciation Orthodox School (AOS) seeks a talented, experienced and knowledgeable Learning Specialist who is eager to support the school's mission as we work to develop the "hearts and minds" of our students. The perfect candidate will be highly collaborative and exhibit strong interpersonal skills. The Learning Specialist supports early childhood, lower school, and middle school students with learning differences, and serves as a resource for students, parents, and faculty. This is a new position at AOS, which presents an exciting opportunity to collaborate with the leadership team and establish an effective learning support framework for the school.

Annunciation Orthodox School, as part of its mission, celebrates the diverse characteristics and individual qualities of those that comprise our community. In alignment with our mission, we actively seek to hire candidates of all faiths, races, ethnicities, and backgrounds.

Reports to: Heads of Lower & Middle School **Status:** Salaried/Exempt **Start Date:** July 13, 2020

Work Schedule: Monday – Friday, 7:30 am to 3:30 pm; additional time as needed for after-school meetings and events.

Responsibilities:

- Craft, implement, and manage a school-wide academic support process for AOS
- Facilitate grade-level team meetings to discuss and analyze the progress of students who demonstrate a concerning pattern of performance
- Support the teaching faculty by offering resources, assistance, and training to enable them to better meet the needs of all learners
- Organize and oversee all standardized testing at AOS and proctor students with accommodations
- Meet with individual parents, when requested, to discuss the academic progress of their child
- Recommend appropriate supports, including referrals for a diagnostic evaluation, classroom accommodations, and referrals to outside professionals
- Aid in interpreting evaluation results
- Manage scheduling of outside specialized professionals providing services on campus and monitor student involvement with these professionals
- Provide documentation on behalf of current and former students requesting accommodations on standardized tests such as the ACT, SAT, or ISEE
- Write individual learning plans (ILPs) targeting students' specific learning needs
- Monitor the progress of students in credit recovery programs during the summer and proctor the end of course exam
- Act as the liaison with local school districts and attend ARD meetings as appropriate
- Perform other duties as needed

Qualifications:

- Bachelor's degree with special education focus; Master's degree preferred
- Experience facilitating a learning support or special education program
- Extensive knowledge of learning differences, including dyslexia, dysgraphia, dyscalculia, and attention-deficit disorder
- Experience interpreting and applying the results of neuro-psychological and psycho-educational assessments
- Knowledge of child development, acquisition of reading and math skills, and response to intervention
- Orton-Gillingham training preferred

Please provide the following information to this email address: [**resume@aoshouston.org**](mailto:resume@aoshouston.org)

- Cover letter tailored for this position
- Resume
- Contact information for at least three references