

St. Mary's Academy Employment Posting

Job Position: Learning Specialist – Middle School

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a Middle School Learning Specialist. This position will directly support students with diagnosed specific learning disabilities such as dyslexia and dyscalculia and other neurodiverse learning profiles. The learning specialist will assist in developing and maintaining an effective educational program consistent with the SMA philosophy, policies and goals. The learning specialist will work collaboratively with students, parents, faculty, and staff; maintain records and files; and prepare reports.

Major Duties and Responsibilities:

- Review and evaluate the needs of children using psycho-educational evaluations, standardized testing, and informal observations.
- Work with students, faculty, and families to devise strategies to best support the needs of individual students.
- Teach four sections of an academic support and enrichment class for students waiving the study of a second language.
- Provide small group reading intervention to students with learning disabilities, students with generally weak reading ability, and English language learners.
- Provide small group intervention to support students with executive function deficits and/or AD/HD.

- Work with teachers to identify students who would benefit from intervention beyond the regular classroom.
- Support grade-level teams and attend grade-level meetings.
- Create accommodation plans, update plans, and host yearly formal accommodation meetings.
- Formally monitor students receiving intervention and those who could potentially benefit from intervention.
- Host formal and informal conferences with parents to keep them abreast of their child's progress.
- Manage materials for, follow protocols of, schedule, and administer standardized testing
- Teach, co-teach, and model instruction in classrooms.
- Assist with schedules, student safety, admissions events and other duties that support students, faculty, staff, and Principal.

Qualifications/Requirements:

Education and qualifications should include the following:

- Five or more years of experience teaching neurodiverse and learning disabled middle-school students one-on-one, in a small-group intervention setting, and in a full classroom environment.
- Demonstrated expertise in reading development and intervention, Orton-Gillingham training preferred.
- Master's degree, post-graduate work, or extensive professional development in education with an emphasis in varied exceptionalities or learning disabilities preferred.
- Experience interpreting psychoeducational evaluations; writing and monitoring accommodation plans, and monitoring student progress.
- Excellent interpersonal and communication skills.
- Genuine enjoyment of the adolescent stage of development.
- Demonstrated passion for nurturing and empowering neurodiverse learners.

Salary/Benefits:

Salary is commensurate with experience. This is an exempt, salaried position with benefits.

How to Apply:

Interested candidates should send a cover letter and resume to Ellen Hertzman, Middle School Administrative Assistant; ehertzman@smanet.org. No calls, please.