



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Learning Specialist 2nd - 5th grade

Job Class: Full Time, Exempt.

Reports to: 2nd-5th Division Head

EBI is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, international mindedness, and character;
- Support the mission and vision of EBI;
- Bring a positive attitude and a sense of professionalism to the School community;
- Embody all attributes of the IB Learner Profile.

The role of the Learning Specialist is to support all students, and specifically students with different learning profiles, through targeted academic support, including intervention and case management, as well as partnership with teachers, administrators, and families. The Learning Specialist reports to the 2nd- 5th grade Division Head.

Duties/Responsibilities:

General:

- Collaborate with the Division Heads, the Student Success Team, and teachers regarding students' accommodations and support needs, and serve as a resource to the student's support team
- Member of Student Success team

- Work effectively with an assigned caseload of 2nd - 5th grade students, providing direct support through one-to-one, small group and/or push-in support as appropriate to students' needs.
- Meet regularly to collaborate with the Student Success Team.
- Collaboratively develop a transition plan for students moving in and out of the division. ●
- Maintain appropriate confidentiality of student information within and outside the school community
- Provide feedback to faculty, families, and students about learning differences, teaching styles, and strategies.
- Collaborate with the Student Success Team to implement and coordinate the overall learning services program for second through fifth grades.
- Other duties as assigned.

Identification:

- Observe classes to get to know all learners in the division
- Identify students with learning challenges based on school data and observation and in coordination with the Student Success Team, determine if outside testing tutoring or special services will be needed. The Directors will recommend outside support, professional evaluation, or ongoing support.

Managing Student Caseload and Student Support Team:

- Take recommendations from evaluations to develop applicable and realistic school and classroom interventions and accommodations.
- Create and/or update the learning plan for the students the LS caseload on an annual basis.
- Share the learning plan with teachers working with the students on the LS caseload and monitor that the learning plans are being met.
- Attend student support meetings and share information with all members of a student's learning team (student, parent, teachers, outside professionals) as necessary to ensure learning team cohesion and support the student's progress.
- Collect and maintain records, goals, notes, and progress for students on caseload.
- Communicate regularly with parents about their child's progress and invite their participation and questions.
- In tandem with the Lead Learning Specialist and/or the Student Success Team, develop and document the learning plan for students on the LS caseload, for students with new diagnosis, and for students having demonstrated a learning need.

Supporting Faculty and Staff:

- Work to develop faculty capacity and skills in working with all students, including students with learning differences.

- Plan with teachers to create lessons and learning experiences in a differentiated manner.

Student Progress, Data Interpretation, and Standardized Testing:

- Regularly review student progress indicators, including standardized test scores, with the division head and the Student Success Team to identify any indicators of students needing support

Qualifications:

- Master's degree in education, special education, or educational therapy
- Minimum of three years experience in elementary education
- Experience using neuropsychological evaluations, IEPs, and related educational assessment tools to assist with interpreting scores, implementing accommodations, allocating resources, and helping teachers and families understand their students' learning needs
- Excellent writing, communication, and teamwork skills
- Must be organized and detail-oriented and exhibit technical/computer skills as required for job performance
- Demonstrate an interest in staying current on education and LD research and best practices
- Demonstrate knowledge of managing student data with confidentiality
- Fluency in English and Spanish is highly preferred.

EBI uses a salary scale that is based on education and years of experience and ranges from \$68,000 to \$108,000.

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, to Dr.Rebecca Hawley Interim Director of Learning Services and Social Emotional Programs, at rhawley@ebinternacional.org. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.