

THE HARVEY SCHOOL

Associate Learning Specialist Job Description

Position Description

The Associate Learning Specialist reports to the division heads and works closely with the Learning Specialist. The Associate Learning Specialist supports targeted groups of students with learning strategies, organization, and study skills in a structured classroom setting.

Duties and Responsibilities

- Develop and lead a 9th-grade Learning Skills class in concert with the LS and upper school division head.
- Collaborate with classroom teachers to gain an understanding of the skills and requirements needed for the content area classes and provide progress updates.
- Document and report regularly to LS on student achievement.
- Manage College Board and ACT accommodations.
- Attend Parent-Teacher Conferences to discuss the student with parents as needed.
- Communicate regularly with individual parents as necessary to discuss the progress of their children.
- Perform other duties as determined by the Head of School.

Minimum Qualifications

- Bachelor's degree in special education. Master's degree preferred.
- Experience as a learning specialist or classroom teacher preferred.
- Ability to collaborate with faculty, staff, admin, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a letter of interest, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.