

Upper School Associate Learning Specialist

Position Description

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

Duties and Responsibilities

- In concert with the LS, develop and lead a 9th-grade Learning Skills class for specific students
- Collaborate with classroom teachers to gain an understanding of the skills and requirements needed to support the content area classes and provide progress updates to teachers, parents, and administrators
- Document and report regularly to LS on student achievement
- Attend Parent-Teacher Conferences to discuss the student with parents
- Communicate regularly with individual parents as necessary to discuss the progress of their children
- Individualized learning supports for students on caseload
- Ability to work with high school students in small groups or 1:1 to support identified educational needs and goals
- Experience teaching ninth to twelfth grade students with a strong understanding of their developmental stages
- 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 high school 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.