

Learning Skills and ESL Support Specialist

Waring School, a 6-12 liberal arts high school on the North Shore, seeks a part-time Learning Support Specialist for the 2020-21 academic year. The ESL and Learning Skills Coordinator plays a key role on the Student Supports Team by filling the following primary responsibilities:

- Coordinating action plans for students with Neuropsych Evaluations and IEPs (incoming students); facilitating teacher meetings and briefings on these plans;
- Meeting with students and parents around action plans and serving as point-person for coordinating support for learning skills issues;
- Supporting in-house tutors (ESL and academic support) with scheduling and facilitating appropriate lesson plans;
- Some one-on-one tutoring in Study Skills, Writing Support and Executive Function;
- Working with staff (Teachers, Tutors/Advisors, Social Worker and Administrators as appropriate) to address issues of learning skills and ESL needs;
- Briefing faculty on student ESL and/or learning skills issues in Faculty Meeting and offering occasional trainings on appropriate strategies around classroom and homework design;
- Occasional classroom observations as possible;
- Consulting with Admissions about prospective students;
- Advising school leadership on relevant professional development opportunities, outside speakers, etc.

Waring is a small community of motivated and eager learners. Although this is a part-time position, being part of the community is desirable and enhanced by participation in ancillary aspects of the program (All-School Meeting) as reasonable. Time and days would align with the Teacher Holiday Schedule with appropriate prep as needed. There is flexibility in determining weekly schedule, depending on mutual considerations.

The ideal candidate has experience and expertise in supporting students with learning differences and brings their own experience as a tutor to their work. Masters degree or above preferred.

Waring School offers salary commensurate with experience and excellent benefits. As an equal opportunity employer, Waring seeks to increase the diversity of the community and is committed to maintaining an equitable and fulfilling workplace environment.

ESL and Learning Skills Coordinator (description)

Overview: Time/Days

- 2.5 days, 50% time, Teacher Holiday Schedule with appropriate prep as needed
- Days/Hours TBD*
 - **Flexibility to swap days/time as needed in school year cycle/for special events*
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- Attends various ancillary aspects of the school program (Program Night, All-School Meeting) as agreed upon and as a reasonable for the FTE work %.
- Attends student-related portion of Faculty Meeting on Wednesdays from 3-5:30PM.
- Reports to the Head of School or designee

Student Learning Skills Support

- Plays key role on the Student Supports Team
- Leads individual ESL sessions for International Students, coordinating schedule
- Meets with parents and faculty as needed, serving as point-person for learning skills issues
- Meets with students as needed individually and in groups as appropriate and time allows; Coordinates billing for families who opt for regular weekly tutoring sessions
- Coordinates action plans for students with Neuropsych reports and IEPs; facilitates teacher meetings and briefings on these plans
- Works with staff and Tutors to address issues of learning skills needs; Briefs faculty on student learning skills issues; Attends Faculty Meeting, coordinating student check-ins with the School Social Worker
- Works with others such as the Consulting Psychologist and other staff on Waring's Student Support Team as appropriate
- Advises school leadership on professional development opportunities, outside speakers, etc.

Teaching, Tutorial

- Serves as Co-Tutor/Tutor Assistant
- May from time to time be requested to assist in the classroom (ex: to speak to an entire class on organizational skills around a given project)