



Position: Learning Support Coordinator

Reports to: Assistant Head for Teaching and Learning

Objectives:

The Learning Support Coordinator provides a critical layer of support to assist students, faculty/staff, and the parent community in fulfilling the school's mission and strategic plan focusing on support for all learning abilities. The Learning Support Coordinator is committed to establishing and maintaining communication and support to foster student academic growth. The Coordinator will be an advocate for students and encourage self-advocacy and self-awareness.

Responsibilities:

- Assist in establishing clear philosophies, practices, and processes to deliver academic support across campus for all learning abilities (Preschool through 12th grade)
- Develop and maintain communication and documentation protocols related to support of students at all levels of the academic support process
- Read and interpret learning professionals' evaluations, identify accommodations, and draft learning profiles for students with diagnosed learning disabilities
- Share information and offer guidance about specific neurodiverse students with faculty
- Communicate with parents, students, teachers, and when appropriate educational specialists and other outside educational professionals, about student needs
- Provide faculty with information on best practices and ideas about how to differentiate curriculum for student success
- Collaborate with Divisional Administrators, Admissions, and College Advising to ensure that students receive accommodations for standardized testing
- In collaboration with the Divisional Administrators and the Admissions Office, help review incoming student files who may have specific learning needs, and make recommendations about necessary support
- Maintain and update list of educational diagnostic professionals and community resources
- Meet with new students to assess progress and needs
- Provide updates on academic trends to the Assistant Head of School for Teaching and Learning, appropriate Division Head, and as needed, the Counselor
- Meet regularly with the Assistant Head of School for Teaching and Learning, Division Heads, and Counselor
- Consult with the Assistant Head of School for Teaching and Learning as well as appropriate Division Heads in planning special events, including parent and faculty/staff education
- Adhere to laws, policies, procedures, best practices and ethical standards of the school. This includes the ability to maintain confidentiality and respect for students' privacy
- Other duties as assigned by the Head of School or Assistant Head of School for Teaching and Learning

Ability to:

- Work confidentially with discretion
- Complete work independently in a timely manner with many interruptions
- Maintain positive relationships with faculty, staff, students, and parents
- Utilize and navigate Google Drive, Google Docs, and Google Calendar
- Maintain a calm, professional and positive attitude
- Exhibit confidentiality with regard to student information
- Willingness to be patient with the process of establishing policy and procedures of a new school program

Qualifications:

- Master's Degree or higher in related field
- Experience with interpreting and applying accommodations from the results of psycho-educational assessments
- In-depth knowledge about learning differences, including dyslexia, dysgraphia, ADHD, and autism