

Christ Presbyterian Academy Learning Specialist Job Description

POSITION PURPOSE: Instruction and Remediation for Students with Learning Differences

DIRECT REPORT: Director of Learning Services

POSITION OUTCOMES/EXPECTATIONS:

I. Professionalism:

- Exemplifies a positive attitude, spirit of collaboration, and is an engaged community member always seeking to promote the mission, vision and values of the academy.
- Demonstrates professional demeanor, maintains appropriate boundaries, and performs all faculty-related duties with enthusiasm and diligence.
- Behaves in a professional manner at all times with colleagues, students, and parents, maintaining confidentiality. This extends to all written and oral communication.
- Serves school in some capacity in addition to teaching (i.e., club sponsor, teacher leader, student discipleship, service or outreach leadership)
- Shares responsibility for grade-level and school-wide activities and takes part in after-school activities
- Develops a network of professional colleagues outside of CPA and maintains active membership in professional associations
- Shares expertise by presenting at faculty meetings and parent meetings

II. Planning and Organization:

- Has clear understanding of best practice in remediation and differentiated instruction for different learning styles
- Designs, plans, and keeps updated lessons so students will meet specified goals
- Assesses students using highly effective diagnostic, summative, and formative assessments
- Collaborates regularly with the school staff regarding students with specific learning needs
- Organizes space, materials, and technology to maximize the learning sessions
- Effectively organizes and conducts meetings with parents, teachers, and students in a timely manner.

III. Management and Instruction of Students:

- Integrates the Christian worldview in instruction
- Incorporates innovative and learner-appropriate uses of technology to engage students and improve learning
- Clearly communicates and consistently enforces high standards for student behavior
- Is fair and respectful toward students and builds positive relationships
- Maintains behavioral control of students in a way that promotes optimal learning.
- Communicates clear learning expectations to students using visual aids and systems of reinforcement
- Activates students' prior knowledge and hooks their interest in each lesson
- Orchestrates effective strategies, materials, and student groupings to foster optimal student learning
- Collects and analyzes instructional data and makes adjustments to improve student learning.

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- Utilizes instructional time well
- Is flexible in management of student time and able to multi-task with a variety of needs.
- Provides support within the classroom as needed to facilitate learning for assigned students

IV. Monitoring, Assessment, and Follow-Up

- Assists with assessments and progress monitoring with both early intervention and certified students
 - Provides written and verbal communication of progress and concerns to the appropriate school team.
 - Keeps clear documentation and adequate data on individual progress of students
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QUALIFICATIONS AND REQUIREMENTS:

I. Education, Certifications, and Experience:

- Bachelor's Degree in Special Education, Education, or related field (degree in Special Education and Masters Degree preferred)
- Remediation or intervention experience required
- A willingness to share Christian testimony and instruct others in the faith

II. Technical Competencies and Skills

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works effectively as part of a team
- Demonstrates strong work ethic to achieve academy goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CPA computer applications (Word, Excel, PowerPoint/Keynote, email, Powerschool, Atlas, and Moodle)

III. Requirements

- All employees must commit to performing his/her duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.
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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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SIGNATURES AND APPROVALS

Employee Signature Date

Administrator Signature Date