



## ST. ELIZABETH'S SCHOOL

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### POSITION OVERVIEW

[St. Elizabeth's School](#) seeks an experienced and collaborative Middle School Learning Specialist for the 2024–2025 school year. The ideal candidate is steeped in personal and professional commitment to equity in education, child development, and culturally responsive pedagogy, and is highly skilled in working with students who learn through various learning disabilities. The Middle School Learning Specialist provides and coordinates support for neurodiverse students and works closely with the Middle School faculty and staff, families, and community partners. The position integrates research and exemplary teaching methods to enhance students' skills in core subjects such as language arts, math, science, and social studies. The Middle School Learning Specialist assists middle school students with learning strategies, executive function coaching and strategic instruction/intervention. In addition, the Middle School Learning Specialist works to advance St. Elizabeth's mission of intentional inclusivity by helping faculty and staff in their ongoing expansion of knowledge and skills related to neurodiversity.

The Middle School Learning Specialist is an 80% (~32 hour) position and eligible for benefits.

#### About St. Elizabeth's

St. Elizabeth's School is a K–8 Episcopal school in Denver founded on the principles of equity, belonging, and excellence, and that a family's current financial circumstances should not dictate a child's future. A sliding-scale tuition model, dedicated and dynamic faculty and staff, and a supportive community make this an exciting opportunity. People of color and members of underrepresented groups are encouraged to apply. Teaching at St. Elizabeth's requires a BA or equivalent, and an MA is preferred. As an Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status, will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

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### MIDDLE SCHOOL LEARNING SPECIALIST [~32 HOURS/WEEK]

**Reports to:** Middle School Head

#### Essential Duties and Responsibilities

##### Intervention and Assessment

- Provide academic and executive functioning support to students via 1-on-1 and small-group intervention, and/or pushing into classrooms
- Build positive relationships with faculty to create a team-based approach to teaching and learning.
- Observe, evaluate, and assess individual students displaying academic or behavioral difficulties to determine learning strengths, challenges, strategies, and supports
- Review and interpret Psych-Ed evaluations to generate effective and sustainable learning support plans for students and work with teachers to understand and implement them
- Develop and update learning support plans for students in intervention, documenting progress and data
- Assist in organizing and overseeing universal screening, student benchmarking, and standardized testing in the middle school, including coordinating accommodations needed for students
- Evaluate student progress, utilizing data to guide instruction and intervention, and communicate in line with report cards
- Coach students and teachers in using assistive technology (e.g., Google Read and Write and LearningAlly)

**Family and Community Partnerships**

- Support students in building self-awareness, self-advocacy, and positive self-identity connected to their learning profile
- Partner with families, respecting their insights as an integral part of a student’s educational team
- Work collaboratively with public school system to initiate evaluation and IEP referral/re-evaluation process
- Provide opportunities for learning support family conferences a minimum of 4x per year

**Professional Development of Faculty**

- Coordinate and/or lead professional development and instructional coaching for MS faculty around teaching and learning, including topics such as universal design in learning (UDL), complex learning profiles, equity, assessment, and differentiation
- Engage in on-going learning opportunities to grow your passion and expertise

**Admissions**

- Collaborate with admissions team to screen potential 6th-8th grade applicants for learning support needs
- Actively participate on the admissions committee for mission-aligned admissions decisions, including capacity to support applicants as individuals and within the current needs of the classroom

**Learning Support Administration and Coordination**

- Develop mission-aligned resources for learning support (assistive technology, intervention curriculum, assessment tools)
- Collaborate with MS faculty, student support team, and leadership team to create and document mission-aligned systems and a model for learning support
- Coordinate 6-8th student supports provided by community partners
- Collaborate with Division Head to establish an annual draft budget for learning support
- Other duties as determined by the Head of School

**Qualification Requirements**

- Bachelor’s degree in education, literacy, reading, or a related field required, and a Master’s degree in special education with a certification in reading intervention strongly preferred
- Deep understanding of culturally responsive pedagogy
- 3–5 years of experience as a Learning Specialist, preferably with middle school students
- Experience in teaching students with specific learning disabilities and neurodiversities
- Expertise in reviewing psycho-educational evaluations and generating student learning plans
- Expertise in assessing students and providing/recommending appropriate assistance
- Demonstrated ability to adapt instruction and materials for varied learning needs both within strategic small groups and within the larger classroom setting
- Strong analytical skills and an ability to learn new systems quickly
- Outstanding interpersonal and communication skills
- Track record of leading coordinated professional development sessions for faculty to enhance their knowledge of best teaching practices
- Ability to utilize assistive technologies and interventions to support student growth
- Experience in advising parents and teachers, providing guidance and resources

**Pay Range** \$50,000–\$64,700 commensurate with experience

**Benefits**

Eligible employees are offered benefits, including:

- Holidays
- Sick/Personal Leave
- Administrative Leave
- Bereavement Leave
- Jury Duty Pay
- Professional Development
- Free Aftercare

**How to Apply:**

To apply, please review our [website](#) and our [Inclusive Language Guide](#) and email/share the following as one file to **Ruth Poulsen: [rpoulsen@sesden.org](mailto:rpoulsen@sesden.org)**.

- Cover letter addressed to Ruth Poulsen, Head of Middle School
- Resume
- List of three references with contact information, at least one of which is a supervisor.

Position will remain open until filled.

#### **Non-discrimination Statement**

St. Elizabeth's is committed to building a diverse, equitable, and inclusive educational community and does not discriminate on the basis of race, color, national origin, ancestry, age, religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, familial status, national origin, and any other class of individuals protected under federal, state, or local law, regulation, or ordinance.