



## ST. ELIZABETH'S SCHOOL

### OVERVIEW

An intentionally inclusive school, [St. Elizabeth's](#) seeks candidates who are interested in and committed to equity, inclusion, and justice. People of color and members of other underrepresented groups are encouraged to apply. Teaching at St. Elizabeth's requires a BA or equivalent, and an MA is preferred. 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 (PART-TIME 80% W/BENEFITS, 32 HOURS)

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks a **Middle School Learning Specialist (80% time)** for the 2023–2024 school year.

**Reports to:** MS Division Head

#### Job Summary

The Middle School Learning Specialist provides middle school students with mission-aligned, highly-effective instruction and support in learning strategies, self-advocacy and executive function coaching (whole class, small group and 1:1). This position is responsible for the coordination, documentation, communication and implementation of middle school student accommodations/learning support plans. The MS Learning Specialist not only provides intervention, but also collaborates with the MS teaching team to ensure that ALL students are accessing instruction and able to demonstrate their knowledge within each teacher's expectations for their curriculum. In addition, the MS 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% position and eligible for benefits. The preferred schedule for this position is M-F with flexibility within the school day to create a consistent schedule (approx 32 hours per week) that best meets the needs of our students. We are open to talking with a highly qualified and mission-aligned candidate if there are variables that do not align with the preferred schedule for this position.

#### Essential Duties and Responsibilities

##### Intervention and Assessment

- Provide 1:1 and small-group intervention, executive function coaching, academic tutoring, assistive technology (Google Read and Write, Learning Ally, etc) and behavior support
- Collaborate with faculty and leadership team to plan, implement and analyze purposeful universal screening and student benchmarking data in reading and math across middle school
- Create, maintain, and communicate with families and teachers about an accommodations/learning support plan for all students receiving intervention, including documentation of student growth and assessment data

**Teacher, Family, and Community Partnerships**

- Support students in building self-awareness, self-advocacy and positive self-identity connected to their learning profile
- Observe, evaluate and assess individual students displaying academic or behavioral difficulties to determine learning strengths, challenges, strategies and supports
- Build collaborative relationships with families in a way that honors their voices and wisdom as a cherished part of a student's educational team and engage in learning support family conferences a minimum of 4x per year
- Build collaborative relationships with Middle School faculty to design UDL instruction and build differentiation, accommodations and modifications into lesson plans and student materials
- Coordinate learning evaluations with community partners and synthesize key findings into a student's accommodations/learning support plan in a way that is meaningful to teachers and families
- Work with DPS ChildFind Team to ensure that all students with complex learning profiles transitioning out of St.E's have access to an IEP/504 evaluation
- Eye to Eye: Coordinate and supervise after school near peer mentoring group for students with learning differences with St. Elizabeth's/University of Denver (one day per week 3:15-4:45pm)

**Admissions**

- Collaborate with the admissions team to screen all potential 6th-8th grade applicants for learning support needs
- Actively participate on the admissions committee for mission-aligned admissions decisions

**Learning Support Administration and Coordination**

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

**Additional Duties**

- Attend Faculty In-Service, Back-to-School Conferences, Parent-Teacher Conferences, Open Houses, Back-to-School Night, Winter Concert, Spring Showcase, Graduation, faculty meetings and other events as determined by the Head of School
- Recess, carline and/or lunch duty 2-4 days per week
- Participate in our internal staffing response plan to provide coverage for colleagues within the MS Team, if we experience a shortage of substitute teachers (not frequent, but expected from all available staff/faculty)
- Perform tasks as needed by the Head of School

**Required Qualifications**

- Bachelor's degree in special education or related field. Master's degree or equivalent training, strongly preferred.
- 3-5 years as a learning specialist, special education teacher, or related role.
- Experience working with students and families from underrepresented groups and/or have limited access to resources
- Confidence and experience with Middle School reading, writing, and mathematics
- Extensive experience and training with: equity in education, implicit bias, executive function, UDL, assistive technology and a wide range of complex learning and behavioral needs.
- Strong organizational skills
- Ability to communicate clearly and effectively, verbally and in writing

### Salary Range

\$38,000–60,500, depending on years of experience and degrees (salary range reflects that the position is approximately 32 hours per week)

### Benefits

Eligible employees at St. Elizabeth's School are offered a wide range of benefits, including:

403(b) Retirement Savings Plan	Short-Term Disability Insurance	Vacation Leave
Health, Dental, and Vision Insurance	Life Insurance	Bereavement Leave
Health Savings Account (HSA)	Holidays	Direct Deposit
Long-Term Disability Insurance	Sick/Personal Leave	Jury Duty Pay
	Sick Leave Bank	Professional Development
	Administrative Leave	Computer Purchase Program
		Free Aftercare

### How to Apply:

To apply, please review our [website](#) and our [Inclusive Language Guide](#). Then email Julie Dani, Director of Learning Support, at [jdani@sesden.org](mailto:jdani@sesden.org) with the following:

1. Letter of Interest
2. Statement of Educational Philosophy
3. Resume
4. List of four references with contact information

### 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 age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.