

St. Cecilia Catholic School
San Francisco, CA

Date: 3/12/18

School Name: St. Cecilia

School Address: 660 Vicente St. San Francisco, CA 94116

Contact Person: Emily Murphy, Vice Principal

Position Title: Learning Specialist

Position Type: full-time

Job Description: The Learning Specialist will implement strategies in direct interaction with students to ensure that all children can achieve at grade level. Methods used will include the implementation of intervention programs to assist children who do not master grade level skills from first instruction.

Specific Areas of Responsibility:

- Works with the Principal, Vice Principal, teachers, and parents to create learning environments where all students meet grade level benchmarks
- Provides direct intervention instruction to students.
- Assists teachers in using data to drive instruction
- Supports the principal in making data driven decisions about instruction
- Establishes and maintains open communication and uses effective communication skills to present information accurately and clearly
- Schedule and facilitate Student Success Team meetings
- Place notes from communication and documentation in files in principal's office
- Coordinate and schedule interventions
- Assist teachers in preparing materials and strategies for each group
- Review and research interventions
- Make referrals for testing and outside remediation in collaboration with classroom teacher and administration.

Requirements/Qualifications:

- Credentialed teacher (multiple subject credential and/or mild to moderate SPED)
- MA in special education preferred
- Classroom experience and/or experience working in a resource program preferred
- Has familiarity with commonly used diagnostic instruments including, but not limited to: VMI, Woodcock Johnson, WISC, and Slingerland Screening Tests
- The ability to work with teachers and parents in a positive and supportive environment
- Excellent communication skills

Application Instructions:

Please email your resume, cover letter, and 2 letters of reference to Emily Murphy at emurphy@stceciliaschool.org