

## Upper School Learning Specialist - hiring immediately

Berkwood Hedge School seeks a part-time, qualified and experienced Learning Specialist starting immediately. The Learning Specialist will join a team that is responsible for providing academic support services and case management for our Upper School (grades 4 - 7) students. Beginning in the 2022/23 school year this will become a full time position.

The ideal candidate is experienced, energetic, enthusiastic and innovative, familiar with numerous modalities of instruction in which learning is collaborative, creative, relevant, multi-modal and multi-sensory. They understand early adolescent development and the constructivist approach to teaching and learning; value collaboration, feedback, and parent and community engagement.

### **THE LEARNING SPECIALIST WILL:**

- In collaboration with teachers and Head of School, ensure that the school meets the academic needs of every student.
- Collaborate with teachers to identify and support students' different learning styles.
- Administer academic screenings.
- Provide small group remediation/support.
- Conduct classroom observations and data gathering.
- Recommend classroom accommodations, curriculum modifications, and appropriate referrals.
- Identify students who would benefit from a more challenging and differentiated curriculum.
- Facilitate communication with parents/guardians and other external services/outside professionals.
- Provide resources to teachers and parents.
- Collaborate with classroom teachers, parents, and outside professionals to meet the academic needs of specific students.
- Maintain records by documenting plans, progress, and outcomes.
- Partner with the Head of School and keep Head of School updated on all cases.
- Fully participate in the development and success of our Upper School.

### **QUALIFICATIONS**

- Master's degree preferred
- Certificate or license in Educational Therapy or Special Education
- 3 years minimum experience working as a Learning Specialist
- Experience working with Middle School aged children
- The ability to work well with children, parents, and colleagues
- Excellent discretion, oral and written communication, and organizational skills

### **PERSONAL QUALITIES**

- Love of children and understanding of child development
- Collaborative, creative, and curious nature
- Maturity, professionalism, and good judgment
- Interested in learning new skills and engaged in continuous improvement of practice
- Excellent organizational and time management skills

## **ADDITIONAL RESPONSIBILITIES**

- Maintain and support a climate of mutual respect and encourage students to take healthy risks: ask questions, share ideas, and make mistakes necessary to learn.
- Accurately assess each student's progress; inform student, parents, teachers, and the Head of School immediately of any relevant information.
- Cultivate each student's creativity, intellectual curiosity and, social-emotional development in an academically rich and relevant context.

At Berkwood Hedge School, staff member's engagement includes various activities in addition to Learning Specialist's duties, such as giving extra help to students who need it, communicating feedback directly to the Head of School, encouragement of the efforts of colleagues, concern for the appearance of the school and of the grounds, promptness in meeting all School obligations and flexibility and cooperation in supporting our school's advancement. Attendance at School events and activities, such as plays, concerts, festivals, and fairs is required. Attendance at designated staff meetings, professional development, and open houses is required.

We look for candidates who thrive on ownership, collaboration, service, creativity and collaboration. For more information about Berkwood Hedge School, please visit us at [berkwood.org](http://berkwood.org). Salary and benefits are commensurate with experience. Submit cover letter and resume to Love Weinstock, Head of School, at [employment@berkwood.org](mailto:employment@berkwood.org). A cover letter is REQUIRED. Resumes received without a cover letter will not be considered.

*Berkwood Hedge School actively seeks to build a diverse student, staff and parent community. We are an avid equal opportunity employer and seek applicants who reflect the rich diversity of the Bay Area. We do not discriminate on the basis of age, ancestry, citizenship, ethnicity, family-care status, gender identity, gender expression, marital status, medical condition, disability, race, religion, sex, sexual orientation, or veteran status.*