



Learning Center Specialist for Upper School

Purpose: To help students with learning differences (disabilities) discover ways God has uniquely gifted them so they may experience success inside and outside the classroom. This is accomplished by partnering with parents, supporting and advocating for students, teaching organization/learning strategies, and supplementing classroom instruction as needed.

Daily Responsibilities

- Pray with students
- Lead tutorial or guided study halls that provide organizational help, study skills instruction, and academic support
- Provide a quiet, separate setting for tests and quizzes
- Keep records of students and extended time used for students who come for testing
- Return tests to teachers before the end of the day
- Maintain a calendar for tests/quizzes, projects, and important events for 6th through 12th grades
- Collaborate with teachers to help facilitate student success
- Keep records of meeting with parents
- Teach modified classes as needed
- Perform duties assigned to all teachers (attendance in FACTS, morning/afternoon dismissal, etc)

Weekly Responsibilities

- Track students progress and complete grade check spreadsheet using FACTS (follow-up with students, teachers, and parents as needed)
- Check each teacher's google classroom to stay informed of current classwork

Other Responsibilities

- Provide teachers with current information on students' disabilities and classroom accommodations
- Train teachers and students on Learning Center Procedures
- Maintain current records: including signed Student Academic Plans and Accommodations at a Glance
- Proctor IOWA and PSAT Tests

This position reports to the Upper School Principal.