

Part-Time Learning Specialist

JOB DESCRIPTION



Title:

Part-Time Learning Specialist

Reporting:

The part-time Learning Specialist reports directly to the Director of Counseling and is responsible to the Principal.

Role:

The Learning Specialist is a part-time faculty member.

OVERVIEW OF RESPONSIBILITIES:

Loyola seeks a part-time learning specialist for the academic year beginning September 2024. The learning specialist will work with students for 6-8 hours per week. Faculty members at Loyola hold students accountable to high levels of academic excellence in a rigorous college preparatory program, and this should be reflected in their own professional standards and commitment.

Primary Responsibilities include:

- Working with a small caseload of students to improve executive functioning
- Managing school-related systems
- Advocating for students' needs
- Experience with interpreting neuropsychological evaluations, IEPs and 504 plans
- Educating faculty on the needs of students with diverse learning styles
- Communicating with the counseling team and the administration regarding student issues and progress
- Effectively collaborating with parents, teachers, and administrators to best support student needs

Necessary Skills and Qualifications:

- A master's degree in special education or related experience is required
- Expertise in executive functioning coaching
- Expansive knowledge of diverse learners and their needs
- Experience working with high school students preferred
- Some experience in Jesuit/Catholic education is preferred, and a commitment to the mission of Jesuit education is required.

Status:

The position is a 9-month position from September to May and will be paid on an hourly basis.

Typical Level of Interaction:

Requires interaction with all School departments in addition to students and families.

Work Environment:

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunities:

It is the school's policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizenship status, qualified handicap, sexual orientation, marital or veteran's status or inconsequential handicaps. This policy pertains to every aspect of an individual's relationship with the School.

Applications:

Interested candidates should submit a cover letter and resume electronically by **July 31, 2024** to employment@loyolanyc.org. Please include the words **Learning Specialist** in the subject line.

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.

Salary Range: Hourly rate of \$110 to \$125 per hour depending on experience level.