**Job Description: Lower School Learning Support Specialist**

Full time

Savannah Country Day School, Savannah, Georgia

Starting Date: October 2022

**QUALIFICATIONS:**

**Ideal candidate will have:**

* Bachelor’s or Master's Degree in Special Education, Learning Differences/Disabilities Specialist or related field
* 3-5 years teaching experience with a current state teaching certification in special education, elementary education, or as a learning specialist
* Orton-Gillingham certification

**RESPONSIBILITIES**:

Meet with identified learning support students individually up to 4 times per 8-day cycle for support and instruction in reading, writing, phonics, and math skills support, based on the student’s summary of accommodations. The number of sessions with each student per week depends on the services needed.

Fulfill administrative duties, including meeting with the Head of Lower School, Director of Learning Support, the LS Learning Support team, the Lower School Counselor, the grade-level teams of teachers, and parents.

Keep thorough records as to individual lesson plans with short and long-term goals and the methods to achieve them. Parents should be kept informed of strategies and methods used in the individual support sessions.

Write student narrative reports three times per year on all students. Goals, materials, and strategies are included.

Attend parent/teacher conferences twice a year and meet with parents as needed during the year.

Observe students recommended by a classroom teacher, the Head of Lower School, and/or the LS Counselor before an ed-psych evaluation is scheduled and prepare written formal observations for the Head of LS and classroom teachers. This may include task behavior charts, student contracts and specific recommendations for the teachers and parents to implement at home.

Attend meetings with the Head of LS, LS Learning Support Team to discuss neuropsychological evaluations and develop a detailed student learning profile. Each student’s learning profile will include a summary of his/her neuropsychological evaluation and a Student Accommodation Plan. Learning specialists will meet with parents to discuss any evaluation and/or accommodation plan updates.

Adhere to the expectations stated in the SCDS Faculty & Staff Handbook and in the job description of a LS Teacher.

Keep current with research, courses, and workshops pertaining to specific learning differences/disabilities, such as ADHD, OCD, auditory processing, visual/spatial, visual/motor, decoding, and written expression so that specific strategies and appropriate materials can be implemented. Study grant/professional development funds will be available to help with the costs of this coursework.

To learn more about our school community, please visit our website:  [www.savcds.org](http://www.savcds.org). To express interest in the position, candidates should email a cover letter and resume to Christina Aaron, Head of Lower School, at [caaron@savcds.org](mailto:caaron@savcds.org) and Kevin Miller, Director of Learning Support, at [kmiller@savcds.org](mailto:kmiller@savcds.org).