



**Professional Opportunity: Learning Support Specialist (Grades 3–8)
All Saints' Episcopal Day School
Phoenix, Arizona**

All Saints' Episcopal Day School in Central Phoenix is seeking a Learning Support Specialist for the 2022–23 school year. The candidate for this full-time position will join an exceptional and talented faculty and work with bright, motivated, and engaging students. This ten-month position reports to the Head of Lower School and the Head of Middle School.

The Learning Support Specialist will work with parents, students, faculty, and the Division Heads to create and implement support plans. They will oversee the collaborative process and work with students, directly and indirectly, to provide academic support, typically working with multiple students and teachers each day. This position will provide support in the classroom and small-group pull-out interventions.

The ideal candidate has extensive teaching experience, especially in learning support, preferably in third–eighth grades. They will have the ability to connect easily with students and create a supportive and challenging environment that meets their needs and celebrates their strengths. They will have the qualifications to provide reading, math, and writing support, including but not limited to an understanding of the following reading programs: Wilson, Foundations, and Orton-Gillingham. They must have expertise in supporting executive functioning skills in students. The ideal candidate is a collaborative and experienced educator who is passionate about supporting students and working with a team.

Primary Duties

- Work with students, teachers, and other faculty to create strategies that promote learning, confidence, and growth.
- Develop support plans by working collaboratively to learn about the needs of the students, set goals, and work with a team to reach the targets.
- Manage and coordinate student learning plans and related documentation.
- Work collaboratively with outside professionals and parents to enhance student support plans on and off-campus. Build continuing relationships with external professionals.
- Implement ongoing intervention and progress monitoring for students in third–eighth grades, in and outside of the classroom (there may be a few groups in the lower grades as well).
- Help teachers and other staff identify students who would benefit from intervention. Provide training and ongoing support in and outside of the classroom.
- Act as a resource to the classroom teacher by facilitating assistance and appropriate services for students with needs at all ability levels.
- Establish positive relationships between students, teachers, parents, division heads, and others to ensure a collaborative effort focused on the child.
- Provide in-service and follow-up to assist classroom teachers in applying curriculum and assessment strategies, instructional technology, and the utilization of test data. Facilitate and/or plan professional development for faculty members.
- Other duties as assigned by the Head of School or Division Heads.

Required Knowledge, Skills, and Abilities

- A well-developed understanding of the approach to working with students with learning differences
- A philosophy that views learning differences as strengths and builds confidence in students through a collaborative approach
- Ability to connect and collaborate with students, parents, and teachers
- Excellent teaching skills, especially in the area of reading instruction

- Ability to teach through various modalities using a hands-on approach
- The ability to manage data, collaborative planning, targeted objectives, and instruction to help students meet goals
- Exhibit outstanding organization and time management skills
- Possess an interest in developing professionally and a growth mindset
- Effective communication skills

Qualifications

- Substantial classroom experience in lower school
- Master's degree
- Experience working with students with learning differences (special education, reading intervention, or education degrees).
- Understanding and training in the following reading programs: Wilson, Foundations, and Orton-Gillingham
- Understanding of how to develop and promote executive functioning skills in middle-school students
- Leadership and organizational qualities
- Experience with technology as an instructional tool

Application Process and Materials:

Qualified candidates should submit a letter of interest, resume, statement of educational philosophy, and at least three professional references to employment@allsaints.org. Only complete application packages will be considered. Consideration of all candidates will take place until an offer is made and accepted.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a parish-affiliated pre-k through eighth-grade coeducational institution enrolling approximately 520 students.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 16-acre campus is shared with All Saints' Episcopal Church.

All Saints' Episcopal Day School has nurtured the hearts and minds of students since 1963. As an outreach ministry of All Saints' Episcopal Church, the School expects and promotes the individual's active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Anglican appreciation of cultural, racial, socioeconomic, and religious diversity. All children, regardless of their denomination, attend student-led chapel sessions twice a week and take part in religion classes. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.