**Middle School Learning Lab Specialist**

Position Description: The Learning Specialist reports to the Head of Middle School and works closely with the Learning Support Team, Assistant Head of Middle School, middle school faculty, and families of enrolled students. The Learning Specialist supports middle school students with learning strategies, organization, and study skills; provides individual instruction as appropriate; and serves as a resource for faculty and families of enrolled students.

The Learning Specialist will collaborate with the Learning Support Team and administrative team on ways to effectively support the learning support framework for the Learning Lab.

**Duties and Responsibilities:**

● Provide one-on-one and small-group support/instruction for students enrolled in the lab program.

● Regularly assess student achievement and progress.

● Reports regularly on student achievement and progress to families, instructional faculty, and administration.

● Attend Parent-Teacher Conferences to discuss student progress with parents, when assigned.

● Meet with individual families to discuss the progress of their children.

● Assist the Learning Support Team with reading and summarizing all Psychoeducational evaluations for Middle School students and for Admissions as necessary.

● Collaborate with the Learning Support Team to write individual Student Support Plans (SSP) that highlight a student’s specific learning needs and communicate those plans to the instructional faculty and administration.

● Counsel families on learning support and assessment accommodations.

● Support instructional faculty by offering resources, assistance, advice, and training to enable faculty to better meet all learners' needs.

● Develop and maintain communication and documentation protocols related to learning support.

● Assume an active role in Learning Support Team (SST) meetings.

● Coordinate detailed testing of students by outside specialists, as needed.

● Coordinate the use of external tutors and learning specialists, as needed.

● Perform other duties as determined by the Head and Assistant Head of Middle School.

**Minimum Qualifications**:

● Bachelor’s degree in education or related field. Master’s degree preferred.

● At least five years of experience in a classroom required; experience as a learning specialist preferred.

● Ability to collaborate with faculty, staff, administration, and parents.

● Strong organizational skills and attention to detail.

● Ability to communicate clearly and effectively, verbally and in writing.

● Positive attitude and flexible approach