

LEARNING INTEGRATION SPECIALIST JOB SUMMARY

The learning integration specialist collaborates with the School Counselor, the Division Heads, and other instructional leaders. Part of the role is attending to current student needs, be it for support or enrichment, while also helping everyone in the school imagine learning strategies and best practices for all students. In addition this person will serve as a resource and liaison for faculty, families and outside support groups, such as clinical psychologists. During periods of remote learning, the learning specialist also serves as an additional support to at-home learners as they transition between modes of learning. This includes appointments and occasional home visits with caregivers and other in-home learner supports.

REPORTS TO: Lower School Head and Middle School Head

This is a full-time, school-year position (i.e. off during summers), requiring at minimum a bachelor's degree and/or certification in Special Education, School Psychology, or comparable fields. An ideal candidate will also have prior full-time classroom teaching experience.

Primary Job Responsibilities:

- Interpret educational and cognitive testing and other diagnostics in order to develop learning profiles and make recommendations for adaptive and/or accommodative strategies to students, parents, teachers, and administrators.
- Attend cyclical grade-level and support team meetings to monitor patterns and progress, identify priority learning needs for individual students, and discuss optimal strategies for furthering each student's growth.
- During periods of remote learning, conduct regular home check-ins with at-home learners and their parents to assess progress and recommend appropriate strategies, collaborating with teachers as needed.
- Help students strengthen executive functioning and study skills by conducting individual appointments and recurring check-in meetings; supervising daily study time; teaching mini-courses or workshops; developing online resource collections and instructional material, etc.
- Educate faculty and parents on topics relevant to learning differences, including recommended tutors, extracurricular resources, and summer/other programs.
- Act as a trusted partner and advisor to students and families navigating major transitions such as summer work, matriculation to middle school, secondary school recommendations, etc
- Coordinate school-based testing for students with approved accommodations, including communicating with standardized testing agencies and with families navigating the process of applying for non-standard test administration.
- Supervise extended-time testing during Montgomery's exams and standardized tests offered during the school day.
- Conducts at home visits as an extension of support provided
- Serve on the Admissions Committee

Montgomery School is an Equal Opportunity Employer and actively seeks to forward diversity through its programs and hiring. Interested applicants should submit a cover letter, resume, and 3 references to Dr. Taryn Conroy, School Counselor, at msjobs@montgomeryschool.org. Please only include Learning Integration Specialist in the subject line of your email. No phone inquiries please.