



3617 Harford Road | Baltimore, MD 21218 | 410-467-1683 | www.sfa-school.org

LEARNING SPECIALIST

St. Francis of Assisi School located in Northeast Baltimore seeks qualified Special Education candidates to serve as a Learning Specialist. The Learning Specialist reports to the Principal and is responsible for co-teaching in inclusion classrooms with students who present with mild to moderate learning differences. The successful candidate will also take a lead administrative role in the coordination and management of individualized learning plans for students with learning differences, including attendance at IEP meetings and parent conferences. Support will be given towards providing a safe and developmentally appropriate program for students that complies with all mandated state and Archdiocesan policies and procedures.

SFA is proud of its diverse community, with families from all backgrounds, including over 45 different countries of origin. SFA encourages candidates of diverse backgrounds and experiences to apply for employment.

Job Description:

- Working with the cooperating faculty, co-plan and implement engaging developmentally appropriate lessons for students with Math and English Language Arts, utilizing the format and methodology of the International Baccalaureate Middle Years Program for the appropriate grades
- With the cooperating faculty, observe and assess student progress, recording such progress and sharing with parents as required by school policy.
- Fill out report cards each trimester including notes about each child
- Lead the Student Advocacy Team in the identification and support of students in need of intervention
- Collaborate with parents, co-teachers, and administration to guide parents through the process of screening, evaluation, assessment, possible diagnosis, and development of individualized learning plans for students in need of accommodations or modifications
- Serve as the administrative lead on implementation and management of individualized student learning plans
- Provide resources, support, and professional development opportunities for faculty on topics relating to the support of students, including differentiation, accommodation, and modification
- Maintain an attractive, organized, engaging learning environment
- Develop procedures for inside and outside the classroom
- Maintain familiarity with all emergency procedures and protocol
- Supervise children at all times
- Communicate in a clear and professional manner.
- Written communication is grammatically correct and error free.
- Keep detailed records observing student's behavior and progress.
- Teachers share this information effectively with parents and colleagues
- Communicate with parents frequently regarding the student experience, identifying early concerns and providing resources
- Attend all faculty meetings and school events, including weekly interdisciplinary planning for the International Baccalaureate Middle Years Program
- Attend all professional development days and workshops, including training for the International Baccalaureate Middle Years Program

Qualifications:

- 5-10 years experience in classroom/instructional settings working with special needs and learning differences
- Bachelor' Degree in Special Education or related field, Master's Degree preferred
- MSDE certification required; preferably with endorsement in Special Education
- Basic understanding of Catholic School philosophy, goals and objectives; practicing Catholic preferred
- Basic understanding of International Baccalaureate Middle Years Program goals and philosophy
- Positive references and recommendations

To apply for the position, please submit résumé and three professional references to the attention of Mr. John D'Adamo, Principal, at dadamoj@sfa-school.org.