



CRISTO REY ATLANTA

JESUIT HIGH SCHOOL

High School Learning Specialist Position

Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

JOB DESCRIPTION

Job Title:

Learning Specialist

Position Type:

Full-time

Responsibilities/Main Duties

Position Goal: To organize, supervise, and evaluate comprehensive programs and services that support and encourage student with learning differences and medical diagnosis to live up to their academic, personal-social, and career development potential.

Responsibilities:

- Chair the Cristo Rey Atlanta Jesuit High School Student Support Team which oversees the implementation of all MTSS initiatives.
- Be familiar with all students with psycho-education testing and their documented learning differences, both from observation in classes and discussions with teachers.
- Review evaluations of students with documented learning differences.
- Interpret educational/psychological testing results.
- Share the list of students who qualify for accommodations with the Principal, Assistance Principal for Academics, counselors, college counselors, and Athletic Director.
- Work closely with the school nurse regarding students who qualify for accommodations because of medical issues.
- Collaborate with the counselors of students with diagnosed learning differences to determine appropriate types of support.
- Work with the college counselors to support students with documented learning differences in their college search process.
- Create profiles in a timely manner from psycho-educational evaluations.
- Offer, as appropriate, suggestions to teachers about general teaching strategies and interventions for students with diagnosed learning differences.
- Create a formal written plan based on the student's psycho-educational assessment to be shared with the teachers, parents, and counselor of the student.
- Communicate with parents, students, teachers, counselors and school leadership regarding student progress and support needs for students with diagnosed learning differences.
- Provide on-going education for faculty and staff about best practices for teaching students with diagnosed learning differences.
- Work with counselors on getting students tested for learning differences.
- Monitor student grades and communicate with teachers, counselors, and parents regarding student progress and support needs.
- Attend weekly meetings with counselors, deans, and the Assistant Principal of Academics.
- Maintain a list of private tutors and remediation options.
- Meet individually with students to help identify problems and work on executive functioning skills.
- Provide informal screening for students, when appropriate, to determine if outside referrals are indicated.
- Coordinate meetings with students, teachers, parents, school leadership, and external caregivers, as needed.
- Establish and maintain a collaborative relationship with the school counselors.
- Work closely with the technology department to investigate and utilize new technology to support learning.
- Collaborate and share information with the Director of Admissions to review evaluations submitted by parents of 8th grade students who have diagnosed learning differences or other medical issues, to determine accommodations for the entrance exam, and to meet with the parents of these students, if requested.
- Proctor the entrance exam for students who qualify for accommodations.
- Apply for accommodations for College Board tests and the ACT for students with diagnosed learning or medical differences.
- Coordinate and administer testing for students with documented differences for standardized testing including PSAT, SAT, SAT Subject Tests and ACT. Provide Nonstandard Administration Reports to the Testing Coordinator for the PSAT and Advanced Placement exams.

- Coordinate and administer semester and final exams for students who qualify for accommodations.
- Consult with diagnosticians to review educational findings.
- Keep abreast of current research in learning differences, learning styles, multicultural perspectives, brain research, accommodations, medications, etc.
- Participate in on-going professional development pertaining to learning differences or learning strategies that would benefit all students.
- Other duties, as assigned.

Qualifications

Qualifications:

- Master's (or Doctorate) Degree in Special Education
- Teacher certification by the Georgia Professional Standards Commission (GaPSC) or equivalent out-of-state certification
- At least 3 years of teaching experience
- Experience working with students with Learning Differences
- Evidence of strong communication, organizational and leadership skills
- Program management and supervisory experience, preferred
- Commitment to furthering the Jesuit, Catholic Mission and Identity of the school
- Practicing Roman Catholic, preferred
- Fluency in both English and Spanish desired

Physical Requirements

- Regularly interact with students, parents, staff and visitors
- Work at a desk and computer screen for extended periods of time

To Apply

To be considered for a faculty position at Cristo Rey Atlanta Jesuit High School, please submit the following items to hr@cristoreyatlanta.org.

1. Resume
2. Cover letter

Non-Discrimination and Equal Employment Opportunity Policy

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state, or local law in the administration of any of its educational programs and activities or with respect to employment.

Approved by: Mr. Tony Harris
Principal

Date 03/25/2021

Reviewed: Mrs. Kristi Deutz
Director of Human Resources