

Job Title: Coordinator of Learning Services
Position Type: Full-time
Reports to: Divisional Directors

MISSION

The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21st century—and accessible to students regardless of economic circumstance.

RESPONSIBILITIES

- Plan and write academic support plans with guidance from Divisional Directors, parents, and teachers.
- Facilitate academic support plan conferences for grades K-12 with parents, teachers, and students.
- Keep records for students who qualify for academic support services.
- Continually monitor progress of students with accommodations and evaluate with parents at least quarterly.
- Coordinate accommodations with the College Board and ACT organizations.
- Support the Admissions committee when needing assistance with the evaluation of students in the Admissions process.
- Assist with planning and implementing testing accommodations for mid-term, final, and standardized exams (ACT, SAT).
- Hire, train, and supervise tutors to provide individual and small-group support.
- Work with teachers, parents, tutors, students, and Divisional Directors to coordinate adult or peer tutoring services, and arrange scheduling.
- Document tutor hours and coordinate with the Director of Finance for billing.
- Oversee the scheduling and delivery of onsite occupational therapy and speech services.
- Provide one on one and small group math and reading assistance.
- Research materials and methods for most current techniques, new perspectives, and emerging opportunities in the area of Learning Differences.
- Conduct student observations and collect data for referrals.
- Communicate with outside evaluators or referral sources.
- Facilitate and help implement the Second Step curriculum (Social Emotional Learning) with teachers and students in grades K-8.

EDUCATION & EXPERIENCE

- Required: Bachelor's degree or higher from an accredited institution.
- Required: 3-5 years of experience working with special populations (Special Education or students with learning differences).
- Preferred: Master's degree
- Preferred: Orton-Gillingham Reading Experience or Literacy Equivalent.
- Possesses relevant experience in social-emotional learning, counseling, and coping strategies for mental health concerns.
- Maintains and improves own professional knowledge and skills.
- Meets staff development guidelines as set forth by the school.

SKILLS NEEDED

- Able to communicate effectively both written and verbally.
- Able to work well with others in the school community.
- Able to handle multiple tasks simultaneously.
- Able to organize and relate information in an understandable format.
- Able to use job appropriate technology.
- Able to think and plan critically.
- Able to perform basic math, including calculations using fractions and percentages.
- Able to maintain composure and avoid displays of anger.
- Able to be flexible with changes in schedules.
- Able to be self-motivated and display a high energy level.
- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner.

PHYSICAL REQUIREMENTS

- Required to work in standard classroom and school conditions.
- Required to maintain professionalism in dress and hygiene.
- Required to manage high to moderate levels of stress.
- Required to work some nights and weekends.
- Required to sit, stand, bend, stoop, reach, grab, pull, carry objects of 25 pounds, hear, see, and speak on a daily basis.
- Required to work under limited supervision.
- Required to perform other related duties, as assigned, to ensure the efficient and effective functioning of the school.