



Learning Specialist Position **Middle and Upper School Divisions**

Start Date: January 2025 (negotiable)

About Saint Stephen's: Located in beautiful Bradenton, Florida, a town on Florida's gulf coast, Saint Stephen's serves approximately 700 students in PK3 to grade twelve. Founded in 1970, Saint Stephen's is a member of the National Association of Episcopal Schools (NAES), the National Association of Independent Schools (NAIS) and the Florida Association of Independent Schools (FCIS). Saint Stephen's is "four divisions, one school," fostering connections and community across age groups. The school offers a signature Marine Science Program, with access to the Manatee River from the bayou that runs through the 35 acre campus. The highly-anticipated STEAM Center opening next year will support the Arts Conservatory program, and the Global Scholars distinction encourages students to connect with their peers from around the world. All of these programs are supported by a faculty that models lifelong learning through their curiosity, dedication, and collaborative spirit.

**At Saint Stephen's, this is Our Promise:
Every child will be known and every child will be valued.**

The Opportunity: The **Center for Academic Success** at Saint Stephen's Episcopal School offers supplemental academic support and resources to all students. As a **dedicated** educator, you will play a vital role in caring for and investing in the growth and development of our students. You will **advocate** for their needs and mentor them to reach their full potential. Through your differentiated teaching methods and **positive** influence, you will create a dynamic, engaging and **supportive** learning environment that fosters academic excellence and personal growth.

Learning Specialist Responsibilities generally include:

- Individual student and small group support during study hall through skill development in **executive functioning** including organizational skills, time management, study strategies, and critical thinking and reflection (7th - 12th grade).
- **Teacher support** and professional development on **differentiated instructional practices**, strategies, and accommodations for students with learning differences.
- Collaboration with the Middle and Upper School Division Directors to support the facilitation, scheduling, and organization of yearly **Educational Planning Team meetings**. This includes scheduling, case management, and communication with parents, teachers, and students for yearly meetings and any communication of any changes or updates to individual student educational plans.
- **Communication of student needs** and accommodations with staff and parents, and monitor progress for students receiving services.
- Writing, revising, and implementing **individual student Educational Plans** in the MS and US divisions.
- Collaboration with the Middle and Upper School Divisions on communicating and scheduling **exam accommodations**.

- **Attending weekly Middle School team meetings** to help problem solve and collaborate with faculty on individual student academic needs.
- **Coordinating school-wide tutoring services and processes**, including peer tutoring and community tutoring services for each division
- **Students with Disabilities (SSD) Coordinator:** Responsible for the submission of required documentation and communication with students and families regarding accommodations for SAT and ACT standardized testing. This includes knowledge of deadlines and dates for testing, coordination of securing appropriate proctors and payment of proctors

Desired Training / Qualities: The ideal candidate would possess some of the following:

- *Specialized training in alternative instructional practices, differentiated instruction, and executive functioning skill development*
- *Passionate belief in developing student confidence and skills for academic and life success*
- *Demonstrated lifelong learner who is self-motivated in their own learning*
- *Clear written and verbal communication skills*
- *Strong organizational skills and follow-through*

To apply: Please email a cover letter and resume to HR@saintstephens.org and [Danielle Perkins](#), Director of Student Support and Wellness.

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