

## Part-Time Learning Specialist, Berkeley, CA.

<b>Classification:</b>	Non-Exempt
<b>Employee Type:</b>	Part-time
<b>Direct Supervisor:</b>	Head of the Lower School
<b>Location:</b>	Lower School, Heinz Campus
<b>Minimum Educational Requirement:</b>	Bachelor's degree
<b>Work Experience Requirement:</b>	3-5 years experience
<b>Start date:</b>	August 2019
<b>Application Deadline:</b>	March 15, 2019

### **Job overview:**

Under direct supervision of the Lower School Head, the learning specialist works closely with classroom teachers, parents, school counselors, outside professionals, the Preschool and Kindergarten Head and the Middle School Head.

The learning specialist possesses significant knowledge of learning disabilities, the ability to interpret and articulate results of cognitive, psychological, language, and other diagnostic tests, and an understanding of multiple teaching strategies across the curriculum.

This key resource person helps lower school and middle school students understand their learning styles and assists teachers in working with students with different learning needs. S/He reviews psychological and cognitive testing completed by private specialists, develops strategies to meet the needs of identified students, and plans for any necessary accommodations, including IEP, 504 plans, and other school-specific individual support plans (ISP). S/he designs professional development for new and veteran teachers regarding learning styles, coordinates meetings with families and teachers to discuss accommodations and recommendations, and provides student support, including remediation, as necessary.

### **Duties and responsibilities (But are not limited to):**

- Observe, at teachers', parents' or administration's request, students displaying academic or behavioral difficulties in grades K through grade 8 to assess their learning strengths and challenges.
- Assist classroom teachers in identifying those children who appear to have exceptional needs not met within the regular education program.
- Provide informal pre- and post-assessments of individual children as requested by teachers, parents or administration.
- Provide written reports to school and parents with assessment results and recommendations of appropriate diagnostic testing and remedial programs for school-related learning problems.
- Develop instructional support plans with long-term goals and specific objectives, including recommendation of in-school or outside resources.
- Create and maintain an atmosphere and learning environment conducive to the intellectual, physical, social and emotional development of students.
- Direct one-on-one or small group instruction to K – 8 students who need academic support.
- Initiate and attend parent conferences and team meetings as needed.

- Coordinate and facilitate communication between student, family, school and other involved professionals.
- Consult with teachers, parents, administration, and outside professionals regarding how best to support special learning needs of students.
- Screen kindergarten children for phonemic awareness.
- Maintain confidential student records and keep accurate documentation of sessions, meetings and other communications appropriate to ethical and professional standards.
- Document, in writing, monthly student progress .
- Assist teachers with understanding psycho-educational evaluations and developing practical classroom applications for the recommendations made in those evaluations.
- Act as advocate for children with exceptional needs.
- Collect and coordinate prior assessment data and other relevant information to provide a year-to-year follow-through for classroom teachers and parents.
- Maintain a school resource library detailing community support resources for children with learning difficulties, to be used by the administration, parents and teachers.
- Provide in-service staff training opportunities as appropriate.
- As needed, consult with the Admissions Director regarding student testing, acceptance, and placement.
- Pursue ongoing professional development that meets the professional development goals of Ecole Bilingue.
- Participate in faculty committees and attend faculty meetings. Attend grade level and cycle meetings when appropriate.
- Other duties as assigned.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

**Qualifications and Desired Personal qualities:**

- A strong knowledge of child development, second language and content acquisition, and best practices in teaching and assessment.
- A valid teaching credential with Resource Specialist endorsement or equivalent.
- A Bachelor’s degree .
- Minimum of three years of experience working as a resource specialist.
- Familiarity with various assessment tools and multi-sensory teaching methods such as Orton Gillingham, Lindamood-Bell, Slingerland or Wilson methodologies.
- Familiarity with intervention systems such as Reading Recovery or RTI.
- Fluency in both French and English, along with experience with bilingual children with learning challenges.
- Solid organization and communication skills.
- An ability to work independently and as a member of a team
- An ability to pay attention to details.
- Excellent recommendations.

**Compensation & Benefits:**

The appointment is a part-time, non-exempt position with comprehensive health and dental plans, a 403B plan, and generous paid time off.

### **Application Process and Required Documents:**

In order to complete the application process, interested candidates must provide the following documentation by March 15th, 2019.

- A Resume
- A cover letter
- A completed and signed EB job application with a minimum of three references (name, address, phone number and email address.) The application form can be found at [www.eb.org/careers](http://www.eb.org/careers)

All inquiries and nominations are kept confidential. Please send documentation to [careers@eb.org](mailto:careers@eb.org) (Attn: Sebastien Robert, Head of the Lower School) please mention "Learning Specialist" in the subject line. No phone calls please. You may visit our website at [www.eb.org](http://www.eb.org) to learn more about our school and programs.

### **Ecole Bilingue de Berkeley**

Mission Statement: Ecole Bilingue de Berkeley nurtures creative, multilingual learners, equipped to confidently embrace the delights and challenges of an interconnected world.

Founded in 1977, Ecole Bilingue de Berkeley has a long history of excellence in bilingual education in the Bay Area. EB is a preschool to 8th grade French-American school located in West Berkeley. As a recognized leader in international bilingual education, EB integrates the rigor and excellence of a French curriculum into a dynamic, whole-child education, imbuing students with tenacity, cross-cultural fluency, a deep intellectual capacity and vast stores of kindness. EB's immersion program is taught by caring and committed teachers, supported by a dedicated staff. EB's core values are Unity, Reflection, Integrity, Zeal, and Endeavor.

Ecole Bilingue de Berkeley is an Equal Opportunity Employer that does not discriminate against any applicant on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, veteran status, generic information or any protected class prohibited by law.