



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY of SCHOOLS

Job Title: St. Agnes Academy Upper School Learning Specialist

Department: Upper School Counseling

Contract Period: 11 Month

Reports to: Dean of the Upper School.

Job Summary:

The Learning Specialist is responsible for providing targeted support to students with diverse learning needs, ensuring they have the necessary resources and strategies to achieve academic success. The role includes administering testing, developing individualized learning plans, implementing accommodations, delivering remediation, and coordinating pull-out sessions for intensive support. The Learning Specialist will collaborate with teachers, parents, and administrators to monitor student progress and promote a learning environment where every student can thrive.

Responsibilities:

Individualized Learning Plans (ILPs)

- Develop and implement ILPs for students requiring academic support.
- Regularly review and update learning plans based on student progress and changing needs.
- Monitor and document student progress, adjusting goals and strategies as needed.

Accommodations and Modifications

- Maintain student academic accommodations files and apply for standardized testing accommodations including but not limited to the ACT and College Board.
- Ensure that students with documented needs receive appropriate accommodations.
- Train and support faculty in implementing accommodations and modifications within the classroom.
- Lead standardized testing accommodations (Pre-ACT, PSAT, and ACT/SAT). Coordinate the provision of resources such as assistive technology or specialized materials.
- Plan and implement enrichment opportunities.

Individualized Tutoring and Remediation

- Conduct individual or small-group sessions for students needing intensive academic support or remediation in core subject areas (use Study Hall or FLEX).
- Provide targeted intervention to help students close learning gaps and build foundational skills.
- Use a variety of instructional strategies and techniques tailored to individual learning styles.

Collaboration and Communication

- Collaborate with the St. Agnes Academy Lower School Learning Specialists.
- Collaborate with classroom teachers to align remediation efforts with classroom instruction.
- Assist in the analysis of data to support student growth goals and school community outcomes and partner with the curriculum coordinator and academic counselor(s).
- Communicate regularly with parents regarding student progress, strategies for support, and any changes to learning plans.
- Work with school administrators to ensure compliance with legal guidelines and best practices for students with learning differences.

Professional Development and Training

- Stay current on best practices in special education, learning disabilities, and intervention strategies.
- Provide training and resources to teachers and staff on how to support diverse learners.
- Participate in ongoing professional development and contribute to school-wide initiatives related to student learning and achievement.

Standardized Testing and Assessments

- Administer diagnostic and standardized assessments to identify student learning needs.
- Interpret test results and communicate findings with students, parents, and faculty.
- Collect data from standardized testing to address strengths and weaknesses in SAA curriculum.
- Work with the school's academic team to determine the appropriate interventions based on test outcomes.
- Work with the SAA counseling team to develop curriculum for freshman and sophomore directed studies class.

An ideal candidate would possess the following qualifications:

- Bachelor's degree in Special Education, Exceptional Education, Educational Psychology or related field. *Master's degree preferred.*
- At least three years of experience as a learning specialist or in a related role. Independent school experience preferred.
- Valid teaching certification, with a focus on learning disabilities or special education (*preferred*).
- A strong knowledge base in the area of learning differences, especially dyslexia, dysgraphia, dyscalculia, ADHD and Executive Functioning issues.
- Familiarity with legal responsibilities of independent schools related to accommodations; laws and regulations governing special education (e.g., IDEA, ADA).
- Excellent communication and collaboration skills.
- Strong organizational skills and attention to detail.
- Ability to work flexibly and adapt instructional strategies to meet the needs of diverse learners.
- Ability to lead professional development sessions for faculty and staff.
- Ability to communicate clearly and effectively, both in speaking and in writing.

Competitive compensation is available.

The ideal candidate will be excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community. Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy – St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit – in a supportive faith filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.