



ST. AGNES  
ACADEMY  
for GIRLS

ST. DOMINIC  
SCHOOL  
for BOYS

*The Dominican*  
COMMUNITY *of* SCHOOLS

**Job Title:** Learning Specialist K-8

**Department:** St. Agnes Academy Lower School

**Contract Period:** 10 months

**Reports to:** St. Agnes Academy Lower School Dean

**Job Summary:**

The Learning Specialist provides essential academic support to our Kindergarten through 8th Grade students and their families so that students with learning challenges can flourish academically, socially, emotionally, and spiritually. Support from the Learning Specialist facilitates and encourages student self-advocacy, skill development, and the achievement of personal and academic goals. The Learning Specialist works in a highly collaborative environment and partners with students, parents, teachers, administration, and outside providers to effectively support students, understand individual needs, and facilitate student success. This is a full-time 10-month position.

**Essential Duties and Responsibilities:**

- Recognize and support the unique Catholic, Dominican Mission of St. Agnes Academy-St. Dominic School by living out the Dominican Pillars of Study, Prayer, Community, and Service
- Contribute to the school community by attending school events, leading a club, coaching an academic team, or other initiative(s)
- Engage in professional learning, including co-planning, department meetings, grade level meetings, and other learning work
- Build strong, lasting relationships with students, inspiring them to hold themselves to a high standard of academics and character

**Direct Student Support**

- Provide one-on-one and small-group support/instruction to students based on documented learning needs and/or growth goals
- Identify and develop student skills and resources to maximize student success
- Support students with learning differences by providing intervention and remediation in area such as learning strategies, organization, study skills, and overcoming academic and personal challenges

- Make appropriate referrals for students and families to tutoring and other professional service providers
- Proctor assessments as needed
- Plan and implement enrichment opportunities based on growth goals

**Additional/Administrative Responsibilities**

- Partner with teachers to: 1) identify effective strategies that meet the needs of students, 2) assist with implementation of appropriate classroom and testing accommodations, and 3) provide resources, assistance, advice, and training to help faculty meet the diverse needs of learners
- Assist in the analysis of data to support student growth goals and school community outcomes
- Coordinate completion of teacher evaluation forms and review of completed psycho-educational evaluations with parents, students, teachers, and providers
- Create, share, and maintain accommodation plans based on psycho-educational evaluation documentation and students' specific learning needs
- Coordinate and facilitate parent meetings and/or parent-teacher conferences as needed to share student performance data, discuss student progress, determine next steps regarding individual learning plans, and develop and/or maintain relevant communication and documentation protocols related to academic support
- Work with the Admissions Team to evaluate specific learning needs of prospective students
- Remain current with accepted and appropriate instructional theory, practice and research
- Engage in regular and strategic professional development to advance the role of the Learning Specialist (including local and national seminars and conferences)
- Maintain professional associations within the national and local community to facilitate appropriate school programs and a network of referrals for the SAA-SDS community
- Routinely monitor and respond to email and phone communication through the summer months in order to support students and colleagues
- Perform other duties as determined by the Dean

**An ideal candidate would possess the following qualifications:**

- Bachelor's degree in exceptional education 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.
- 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.
- Ability and desire to collaborate with faculty, staff, administrators, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, both in speaking and in writing.
- Positive attitude, flexible approach, and a sense of humor.

Competitive compensation and a full benefits package are available.

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 all 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.

To apply, interested candidates should submit the employment application, cover letter, resumé and contact information for at least three professional references (including name, phone number, and email address) to Jenn Wojcik, Dean of St. Agnes Academy Lower School at [jwojcik@saa-sds.org](mailto:jwojcik@saa-sds.org). The position will remain open until filled.