



## **FACULTY JOB DESCRIPTION**

**Position/Title:** Learning Enhancement Coordinator K-8  
**Appointment:** School Year 2017/2018  
**Reports To:** Director of the Primary School

Laurel School seeks talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our community. The most successful candidates see opportunities before problems, can laugh at themselves and succeed in a fast paced, forward-thinking educational environment. We are particularly interested in attracting teachers who have lived internationally, who have experience in residential settings, who view themselves as entrepreneurial, flexible, curious and creative. Laurel lives the mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Opening:**

Laurel School is seeking a creative and motivated educator who is looking for an opportunity to develop his or her skills in fostering engagement and developing strategies to produce successful learning outcomes for students and faculty.

### **Duties and responsibilities include:**

- Administering assessment tools and interpreting results
- Providing remediation and enrichment to individuals or small groups as needed in reading, writing, and/or math
- Staying abreast of learning and instructional methodologies, including instructional technology
- Providing support/instructional strategies to faculty as needed
- Tracking student progress and communication with parents, faculty, and students, as appropriate
- Ensuring student learning plans are being followed
- Coordinating learning support with teachers and outside tutors/interventionists
- Collaboration with other members of the faculty and staff
- Participation in faculty and staff meetings
- Effective and timely communication in person, through email and through voice mail with varied school constituencies
- Support of divisional and school-wide initiatives
- Supervision and/or participation in non-academic activities, i.e. lunch, recess, and afternoon dismissal

### **Required Qualifications:**

The successful candidate ideally holds a graduate degree and possesses 5 or more years of experience (preferably at multiple grade levels) working with students with learning differences including dyslexia, ADHD, and giftedness. Training in systematic, multi-sensory reading instruction is a plus. She or he must possess a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued 5 year professional teaching license with a K-8 endorsement or a 4 year resident educator license.

**Salary:**

Funding for this position is obtained through Shaker Heights School Districts auxiliary funds.

**To Apply:**

Interested candidates are encouraged to review Laurel's curricular philosophy at [www.laurelschool.org](http://www.laurelschool.org). To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

**No Phone Inquiries Please**

Learning Enhancement Coordinator K-8  
Attn: HR, Miriah Seckel  
Laurel School  
One Lyman Circle  
Shaker Heights, OH 44122

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*

**Work Environment:**

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

*Laurel teachers are committed to:*

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural

advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.