

CJDS Learning Specialist and Student Support Coordinator Job Description

Purpose

Columbus Jewish Day School is seeking a creative and motivated educator who is looking for an opportunity to make a real difference in the lives of students and their families. This person works closely with classroom teachers, parents, outside professionals, and reports directly to the Head of School.

As a key resource person, the Learning Specialist helps students understand their learning styles and supports teachers in working with students with different learning needs. S/he must be able to communicate expertise in the area of Special Education in order to build trust and confidence from parents and faculty.

Required Qualifications:

- 3 or more years' experience (preferably with grades K-5) working with students with learning differences including dyslexia, dysgraphia, ADHD, and giftedness.
- Positive attitude, excellent written and verbal skills, strong organizational skills and success working in a setting that requires collaboration, cooperation, and collegiality
- Undergraduate Degree or higher in Special Education or related field. Master's Degree or Intervention Specialist Certification preferred.
- Excellent communication and conflict resolution skills with children and adults

Excellent Candidates will bear:

- Knowledge of progressive education teaching techniques and ability to address learning needs in the context of a progressive education
- Expertise in multi-sensory language and reading instruction
- Ability and the recognition to develop positive relationships with parents
- Effective and timely communication in person, through email and through voice mail with varied school constituencies
- Ability to work collaboratively as part of a team
- Facility to create a positive, nurturing environment for students
- Focus beyond remediation, towards building self-awareness in students to help them become more self-reliant, efficient, life-long learners with strong self-esteem
- A love and understanding of children and their developmental stages
- Knowledge of current best practices in elementary school education
- Strong organizational skills and ability to prioritize
- High level of stamina, joy, and self-initiation: a positive attitude with demonstrated professionalism, responsibility, and ethical practice
- Orton-Gillingham training would be a plus.

Responsibilities:

- Develop instructional learning plans with long-term goals and specific objectives, including recommendation of in-school or outside resources.
- Utilize and recommend strategies to assess and address learning strengths and challenges of students to share with teachers and parents.
- Interpret reports, provide case management, and coordinate service among a student's learning team including the initiation and coordination of team meetings. Assist teachers with understanding psycho-educational evaluations and develop practical classroom applications for the recommendations made in those evaluations.
- All faculty are responsible for supervising students within their classroom, hallway transitions and other areas of the school throughout the day.
- CJDS Faculty and Staff are viewed as lifelong learners. As such, teachers will engage in continuous learning to maintain and enhance knowledge of subject area and pedagogy practice, including participating in, and sharing learning from professional development opportunities in and out of school.
- Consult with teachers, other professional staff, and administrators in addressing instructional and/or classroom issues.
- Aid teachers in working towards mastery at differentiation and instruction for varied learners.
- Provide direct one-on-one or small group instruction to students who need support or enrichment in grades K through Grade 5, through pull-out or push-in meetings; approved by the Academic Dean and classroom teacher.
- Attend Parent-Teacher Conferences for all serviced students.
- Provide regular student progress reports to the student's learning team and parents.
- Create and maintain a list of local resources for learning support that can be used by the administration, parents and teachers.
- Provide in-service staff training opportunities as appropriate.
- Coordinate weekly Student Support meetings with the consulting psychologist and speech-language pathologist.
- Conduct "Child Study" meetings with faculty as needed.
- Coordinate learning support with teachers and outside tutors or interventionists from outside agencies.
- Maintain confidential student records and keep accurate documentation of sessions meetings and other communications appropriate to ethical and professional standards.
- Attend all scheduled, schoolwide Professional Development and Teacher In-Service meetings.
- Participate in applying for, and overseeing the continuation of scholarships and grants as they pertain to students enrolled at CJDS. These scholarship opportunities include but are not limited to the Jon Peterson and Autism scholarships.
- Provide extensive one-on-one instruction to ESL students.

- Prepare and offer timely and effective communication with parents.
- Provide support to CJDS by being a team player and taking on instructional responsibilities as needed.
- Possess current credentialing certification as an Intervention Specialist.
- Assist with Admissions screening.

Salary:

CJDS offers competitive compensation and a comprehensive benefits package.

To Apply:

Please submit a resume with a short cover letter expressing why you are seeking this position and include a brief description of your educational approach. Please submit applications to: Sheri Gittins, sgittins@cjds.org, with the subject heading: Learning Specialist

About CJDS:

CJDS is a K-5 Jewish Day School that offers a dynamic, progressive, integrated K-5 experiential education, where every child is well known and a valued community member.

CJDS lives its mission of providing each student with the Intellectual Sophistication, Social Responsibility and Personal Authenticity they need to be creative participants in and active contributors to complex contemporary American life. *CJDS 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.*

CJDS is located in New Albany, OH (20 minutes from downtown Columbus). 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 integral to the climate at CJDS.

For more information about us, please see our website at: www.cjds.org

Job Type: Full-time