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This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**Literacy Learning Specialist**

**Open Position: Literacy – Learning Specialist**  
**Supervises:** N/A  
**Reports to:** Director of the Elementary Center and Middle School  
**FLSA Status:** Exempt  
**When Needed:** 2014-15 School Year  
**FT/PT/R/T:** Regular/Full-Time

St. Thomas School is seeking a talented, compassionate, and dynamic Literacy – Learning Specialist to help us advance our vision of being a recognized leader in early childhood through 8th Grade education. The position requires a dynamic, organized professional who can focus on providing small group support to students with identified learning differences, provide parent educational workshops, and maintain a strong professional network with outside experts. If that sounds like you, we’d like to hear from you! Salary is competitive with public and independent schools. STS offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

**Who We Are:**

St. Thomas School, a non-sectarian, Preschool through Eighth Grade school, is one of the oldest independent schools on the east side of Lake Washington. St. Thomas School’s educational journey is defined by a cognitively rigorous program with an emphasis on developing character, leadership, and a passion for learning and achievement. Our mission is to develop responsible citizens of a global society. STS is a recognized leader in developing the whole student. Our core values include gratitude, responsibility, respect, courage, integrity, tolerance, compassion, perseverance, and generosity. STS serves over 300 students and boasts a 55,000 sq. ft. LEED Gold certified campus.

**Job Summary:**

Under minimal supervision, supports student learning/literacy through management and oversight of processes such as Child Study and Education Accommodation Plan for all grades at STS. Provides direct support through classroom interventions. Facilitates communication between parents, teachers and administration in support of learning/literacy. Provides education for teachers and parents about learning differences. Supports students, parents, and other community members in realizing our Guiding Principles. Abides by our Framework for Professional Standards.
Specific Responsibilities:

- Oversees the Child Study-Education Accommodation Plan (EAP) process, from identification of students in need, subsequent screening, observations, drafting EAPs, meetings with division leaders, teachers & parents, leading meetings and file management of official documents
- Manages accommodation plans; supports teachers and parents through consultations, email communications, oversight of implementation of EAPs; communicates frequently with outside professionals such as psychologists and physicians about individual students to keep them on track with their EAPs and help facilitate teacher/parent communications
- Conducts all-school and division level workshops for Teacher In-Service on learning differences several times per year
- Provides parent education and support, including organizing and running monthly parent meetings (Parent 2 Parent), Partnership series presentations, communications
- Oversees tutors, including scheduling those allowed on campus, communications, website updates
- Screens students for learning differences in order to direct parents on the right path to determine necessary steps and resources
- Provides professional development for staff for learning differences such as ADHD, autism, dyslexia, etc.; provides resources, ensures compliance with legal requirements
- Conducts interventions with students, in-class support, check in times with middle school
- Provides in classroom instruction as needed
- Serves on Committees as required/desired
- Stays abreast of current trends and best practices in specific instruction for reading problems, teaching reading and all aspects of literacy
- Observes laws and the school’s policies, procedures and regulations which have application to and implication for the professional’s responsibilities
- Is familiar with and complies with all policies and regulations as put forth in the school’s documents
- Since safety and security are everyone’s responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
- Performs other duties as assigned

Required Education & Experience:

- Master’s Degree and/or Teaching Certificate in Special Education
- Additional courses in techniques for teaching multi-sensory reading, such as Orton-Gillingham based approaches approved by the International Dyslexia Association (IDA), a plus
- Significant experience in an educational environment, including providing learning specialist services
Required Knowledge, Skills & Abilities:

- Knowledge of best practices in teaching
- Knowledge of learning differences, assessment and remediation for those who have learning challenges
- Current knowledge of best practices in teaching reading
- Flexibility and adaptability to meet the needs of the children and program
- Excellent verbal and written communication skills
- Ability to maintain confidential information
- Ability to work collaboratively in team situation
- Ability to work efficiently in a Microsoft Windows environment using Microsoft Office, master common automated systems for record keeping, and learn new technology
- Ability to sit and keyboard for several hours a day
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Ability to work outside in all weather
- Ability to work long hours at times
- Ability to work some evenings and weekends
- Some travel (field trips)

If this sounds like you, please submit an application for employment (available on the STS website), your résumé, and a cover letter explaining why you are interested in this position via email to careers@stthomasschool.org or by mail to St. Thomas School, Attention: Careers, 8300 NE 12th Street, Medina WA, 98039. Thank you for your interest in St. Thomas School.

The position is open until filled. No phone calls please.