



INSTITUTE *of* NOTRE DAME

JOB POSTING:	Learning Specialist
ORGANIZATION:	Institute of Notre Dame (IND) 901 Aisquith Street Baltimore, Maryland 21202
POSTED:	February 14, 2019
DEADLINE:	March 15, 2019
POSITION:	
TYPE OF POSITION:	Full-Time- 10 months
STARTING DATE:	July 1, 2019

DESCRIPTION

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND) 171 years ago, our students are independent young women of strength, compassion and character. We share the SSND message of hope, faith and education for all. The urban experience develops our students' inner strengths, increases their depth of character and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, volunteer and enjoy themselves in Baltimore and beyond. IND was first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum. Five new courses, a new dance studio and arts scholarships enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

SPECIFICATIONS

The successful candidate will be a creative, dynamic, and experienced learning support specialist who excels in working with students, families, and teachers to support all learners in the classroom. The successful candidate will help faculty foster student-centered classroom environments where all students are motivated to think critically and creatively, to offer up their ideas, and to welcome the notion that learning extends beyond the classroom. The position of Learning Services Specialist reports to the Director of School Counseling.

ESSENTIAL RESPONSIBILITIES

- Possess strong interpersonal, communication, writing, and organizational skills
- Write Formal Education Plans (FEP's) of students based on psychoeducational testing, review with the student's family and teachers and support implementation of such plan
- Document students' progress/needs through notes and end-of-year reports
- Work closely with parents, teachers and administrators when academic concerns arise to support the development and well-being of all students, not just those with academic testing
- Participate in student support team meetings and help create action and follow-up steps
- Partner with faculty and advisors to ensure consistency and continuity of programming schoolwide

- Collaborate with various academic departments, other faculty groups, and administrators to plan and implement departmental and school-wide goals
- Employ instructional methods that meet the needs of a diverse range of learners and be willing to personalize learning for students to help them build necessary skills to be more independent in the classroom
- Develop and design professional development opportunities, as needed, for faculty (which includes informal and ongoing daily training) on such topics as teaching to a range of students, evaluating assessments, making use of evaluation information, and finding ways to fill students' needs for remediation or enrichment
- Assist with management and continued development of the Peer Tutor program on campus
- Proactively assume a leadership role, demonstrate initiative, and function independently when needed
- Have and share research-based strategies for student support

In addition to teaching, full-time employees serve as student advisors, mentor clubs, and contribute in other significant ways to the work of the community. We are especially interested in candidates with coaching experience and/or those who can demonstrate initiative and serve as coaches in a variety of significant ways outside of the classroom. Other supervisory responsibilities and duties are shared among faculty members.

QUALIFICATIONS

- A bachelor's degree from an accredited institution is required; a master's and/or certification is preferred.
- A minimum of five years of combined experience providing learning services support
- Strong and positive experience working with students, faculty, staff and families
- Proven written and verbal communication skills
- Caring and compassionate
- Excellent attention to detail and ability to manage priorities and deadlines
- Ability to handle confidential information
- Strong contributor in team environments
- Positive outlook
- Professional demeanor

SUBMISSION

Please submit a cover letter, resume and salary requirements to the Assistant Head of School for Academics Mrs. Lisa Wetzel at lwetzel@indofmd.org. All communication and documentation are to be completed electronically. Phone calls will not be received.