



Contact: Ms. Caitlin Smead
Director of the Learning Center
csmead@greenhillsschool.org
Ms. Susan Beamish
Dean of Academics
sbeamish@greenhillsschool.org

LEARNING SUPPORT TEACHER

Department: Learning Center

FLSA: Exempt

Reports to: Dean of Academics

Schedule: Flexible, Part Time Position and/or Full Time Position, Academic Year

Designation: Teaching Faculty

Travel: Rare

POSITION SUMMARY

The Learning Center seeks a qualified learning support teacher who is delighted by adolescents, deeply knowledgeable and thoughtful about learning disabilities, accommodations, compensatory strategies, executive functions, general student support, and social-emotional learning. This position has a start date of August 2024.

DUTIES AND RESPONSIBILITIES

- Be part of the Learning Plan (our School's version of a 504 plan) development process, including reading and interpreting neuropsychological evaluations and other forms of documentation to help design and implement thoughtful accommodations and instructional practices
- Support students on formal Learning Plans through skillful targeted instruction to ameliorate the impact of a range of learning disabilities
- Work with students individually and in small groups on both academic and social skills
- Observe students and collect holistic data on performance and progress
- Attend weekly grade-level meetings and liaise with faculty to advocate for students and recommend classroom interventions
- Work closely with the Learning Center team and School Counseling department in support of students
- Communicate regularly with families and, as applicable, outside support personnel (specialists, therapists, etc.) to provide students with consistent and holistic support
- Continually engage in self-directed professional development to stay abreast of best practices in special education

- May include teaching an academic class
- Attend regular department, faculty, and other meetings
- Promote an inclusive working and community environment
- Serve as an advisor for a group of 10-12 middle or upper schoolers
- Participate in community life through lunchroom and recess supervising, dance and field trip chaperoning
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships

SKILLS AND EXPERIENCE REQUIRED

- Undergraduate Degree in Special Education, School Counseling, Social Work, or Psychology preferred
- Proven experience with the age group required, experience working in an educational setting preferred
- Knowledgeable about adolescents' intellectual, social, and emotional development and willing to positively greet the challenges and opportunities they present
- A professional oral and written communicator
- Flexible and adaptive
- Proactive and independent
- Patient and empathetic
- Eager to collaborate with colleagues

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- COVID-19 vaccination is required.
- Greenhills School property is a tobacco-free environment.

HOW TO APPLY

Candidates should send a cover letter, resume, and contact information for three professional references to: Susan Beamish at sbeamish@greenhillsschool.org and, Caitlin Smead at csmead@greenhillsschool.org. No phone inquiries please.

ADDITIONAL INFORMATION

Compensation: Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.