



LEARNING SUPPORT SPECIALIST, GRADES 7-10

Ideal qualifications

- Master's degree in Special Education or related field
- Teacher Certification and minimum experience of three years in learning support is mandatory
- Experience using standards based grading preferred
- International teaching, boarding school, or similar residential life experience preferred
- Experience in coaching or leading extracurricular activities
- Computer proficiency with Mac OS, Google Classroom
- Excellent organization and strong communication skills
- Experience in promoting principles of Diversity, Equity, Inclusion and Justice within the community or learning environment

Reports to

- For academic matters: Dean of Academics
- For student life and residential life matters: Dean of Students

Goals and Objectives

- Teach and model the LAS Mission Statement - *Developing innovative, compassionate, responsible citizens of the world* - and LAS Learner Profile in and out of the classroom.
- Lead student learning which is accessible to multiple English language levels and learning styles, promotes reflection, and encourages student responsibility for learning.
- Organize safe and engaging classroom, dormitory, and activity environments that promote student-centered individualized learning, internationalism and mutual respect, and high academic and personal standards.
- Collaboratively plan course and program delivery based on school learning outcomes, educational policies, and a holistic view of student learning.
- Model positive approaches to learning through displaying cultural sensitivity, maintaining collegial relationships, and participating in processes for reflective professional development.

Professional Responsibilities (from sections 3, 4, 5 of the Faculty Handbook)

Professional Responsibilities LS specialist (50%)

(from sections 3, 4, 5 of the Faculty Handbook)

- Use leadership, organizational and professional skills to:
 - Teach and instruct one grade level of study skills class or 3 blocks in the classroom space.
 - Collaborate with necessary parties to create individualized plans for students needing learning support
 - Collaborate with Associate Dean of the Diploma Years and the IB DP Coordinator as needed to support students
 - Identify timing for necessary assessments - psychoeducational or other
 - Collaborate for to ensure best practices for instruction with faculty
 - Collaborate with colleagues to create vision for department with clear goals
 - Interface with parents via conferences, orientation, and e-mails to communicate student progress and address any parental concerns for students in the program or as needed with other students at LAS



- Directly work with and advocate for students to address any academic concerns
- Collect information, develop and implement accommodations and modifications plans for students experiencing academic difficulties
- Write and update as needed LS plans for each student on caseload
- Consult and advise faculty with regard to best practice with dealing with students with special learning needs
- Works in tandem with academic teams, SST team and/or other colleagues in LS
- With the campus academic office set up, implement and monitor academic/behavioral contracts for students as needed
- Monitor grades and comments for students

Student Support Coordinator (50%)

- Main and direct point of contact for MS & Prep Years campus students for faculty, parents and students related to learning support issues
 - Coordinates SST team and oversees dissemination of student information as needed to faculty and staff
 - Collaborates directly with counselors to create holistic programs and plans for students
 - File review for incoming students
 - Oversees MS & Prep Years LS budget
 - Member of additional necessary academic teams to support student success
 - Point of contact for schedule accommodations, assessments for students with support
 - Coordinates outside psychoeducational testing for MS & Prep Years students

Residential Program

- Serve a full residential duty rotation as a dormitory supervisor, campus rover, or other assigned role.
- Act as Faculty Family "parent" through organized activities and regularly scheduled meetings to monitor the academic and social adjustment of assigned "children" (students).
- Participate in the Culturals program twice per year.
- Attend regular faculty, campus, residential, and departmental meetings.
- Fulfill other professional duties as outlined in the Faculty Handbook.

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Contact

Please send a CV and cover letter, along with contact details for 3 references (one of whom is the current Head of School/Principal) to employment@las.ch.