



***Job Title:* Student Success Center (SSC) Learning Specialist**

Department: Student Success Center

Reports To: Director of Academic Advising & Student Support

Overarching responsibilities: The Learning Specialist reports to the Director of Academic Advising. The Learning Specialist interprets student needs and academic progress and provides individualized services. As a member of the Student Success Center team, the Learning Specialist will be an integral part of delivering support services to students and families.

Specific Job Responsibilities Include (but are not limited to):

- ❖ Teach a full load of study skills classes, providing individualized academic support to students.
- ❖ Assist with facilitating Academic Call Back during lunch and office hours.
- ❖ Work closely with students, teachers, and parents to develop learning strategies tailored to each student's particular learning style, in order to support their academic progress and development of a growth mindset.
- ❖ Stay current with new developments in teaching methods and educational psychology especially as it relates to teaching students with learning style differences.
- ❖ Demonstrate excellent listening and observation skills, as well as an empathetic mindset in order to develop strong relationships with students that establish trust and fosters motivation.
- ❖ Facilitate the use of Peer Tutoring and other Support Services partnering with the SSC Student Enrichment Specialist when necessary.
- ❖ Review educational testing reports and add additional notes to the Learning Strategies Document to help fellow teachers better support students with learning style differences in the classroom.
- ❖ Maintain regular and effective communication with teachers, parents/guardians, and SSC team members regarding student support plans and needs.
- ❖ Collaborate with the Student Success Center team by providing students with comprehensive service and support focusing on a team based approach.
- ❖ Coordinate with the Center team to provide supported study halls and study groups in the evenings and on Saturday mornings (SMSh).
- ❖ Serve as a member of the Student Success Center Duty Team.
- ❖ Participate in afternoon programming

❖ Other duties as assigned.

Required Qualifications:

- Master's Degree required in an education related field, or equivalent experience
- Strong organizational skills and the ability to develop and maintain collaborative and productive relationships with various constituency groups
- Cultural awareness and demonstrated effectiveness relating to students from diverse ethnic, cultural, and linguistic backgrounds
- Experience with Google Suite and database management software
- Academic teaching experience in a secondary environment
- Additional certifications in special education or learning differences preferred
- Knowledge or experience working with English language learners is a plus