



## Learning Specialist Job Description

**Pine Crest School is seeking a part-time Learning Specialist to begin immediately on our Fort Lauderdale campus.**

### **General Responsibilities**

The Learning Specialist meets with students ranging from grades PreK-12 individually and in small groups to address their varying learning styles and needs, and provides differentiated instruction and activities that encourage students to identify successful learning strategies, improve executive functioning skills, work toward academic mastery, and develop self-advocacy skills.

- Meet with teachers, parents, and other Learning Specialists to determine appropriate strategies, interventions, and assessments
- Schedule, attend, and document parent and teacher conferences throughout the academic year
- Update parents and teachers regularly about student progress and needs through email, telephone, and progress reports
- Serve as a liaison between teachers, administrators, and the Learning Network Department

### **Demonstrate the following Knowledge, Skills, and Abilities**

- Considerable knowledge of the principles and methodologies of effective teaching and curriculum design
- Strong command of the English language in written and verbal communication
- Work cooperatively with colleagues, respecting the confidential nature of professional and student information, submitting reports accurately and punctually, and complying with administrative directives and school guidelines
- Professionalism, including punctual and regular attendance and efficient use of time
- Ability to deliver and articulate oral presentations and written communication and interact effectively with staff, parents, students, and the school community
- Interest in, and responsibility for, one's own professional growth by seeking and requesting continuing education and training programs

### **Required Qualifications**

- Bachelor's Degree or equivalent
- Teaching Certificate or equivalent
- Two or more years of successful classroom experience

### **Desired Qualifications**

- Master's degree
- Specialized certifications
- Additional years of classroom experience
- Experience with varied programs and technologies

**The Application Process:** If you are interested in applying for this position, please email the following material to [employment@pinecrest.edu](mailto:employment@pinecrest.edu); please put "Learning Specialist" in the subject line.

- Cover letter explaining your interest in this position; highlight relevant experience
- Two-page resume
- Contact information (email address and phone number) for at least three supervisors over the past seven years