

<b>POSITION NAME: Full-Time Learning Specialist</b> <b>REPORTS TO: Principal</b>	<b>SCHOOL:</b> <b>St. Francis of Assisi Catholic School</b>
	<b>EFFECTIVE DATE:</b> <b>August 26, 2024</b> <b>190 Days (173 Student Contact Days)</b>

**GENERAL STATEMENT OF DUTIES:** The Learning Specialist works under the supervision of the building principal. Under general supervision, the Learning Specialist serves as a teacher and case manager for students with needs outside the average classmate. The Learning Specialist serves students with mild disabilities. The Learning Specialist works with a classroom teacher to serve students in various settings from support room to classroom environment.

**ESSENTIAL JOB FUNCTIONS:**

- Performs case management responsibilities, meets diocesan, state, and federal requirements, including displaying knowledge of procedures, policies, and regulations related to special education; follows corrective procedures; maintains proper and sufficient documentation; completes specialized student assessments and evaluations; confidentiality is a top priority for the person in this position.
- Develop an Individual Education Plan (504J) in all areas of need as indicated by assessments and leads team.
- Establish and facilitate meetings and discussions, including identifying situations requiring group discussions, organizing and facilitating effective meetings involving all participants, following up, and monitoring any intended actions, and outcomes.
- Communicate, collaborate, and coordinate with outside agencies, and works cooperatively with grade-level teams to prepare students for transition into the next grade level.
- Participates in school, district, and agency meetings.
- Creates student assistance schedules, provides lesson plans for small group instruction and instructional guidance for the general education setting, coaches and models systems and strategies to support students, provides a data collection system for progress monitoring, adjusts schedules to accommodate student needs.
- Collaborate with General Education Teachers, including communicating and collaborating consistently with teachers about individual student needs, articulating how the disability affects involvement and progress in general education curriculum, accommodations, modifications, and supports to school personnel, all students will have access to general education opportunities, invite and articulate participation requirements at IEP meetings
- Fulfills other duties as assigned.
- Fulfills performance standards identified in the evaluation process as required by the position.

**EDUCATION**

Holds a Bachelor’s or Master’s Degree  
 Background and experience with students with disabilities

**CERTIFICATION AND LICENSING**

Valid Oregon teaching license with special education endorsement in the designated assignment. Dual or multiple endorsements or designated as highly qualified for core academic areas.

## **SALARY AND BENEFITS**

Pay: Any offered salary is determined based on internal salary ranges, market data, applicant's skills and prior relevant experience, degrees and certifications.

Benefits:

- Health Insurance
- Dental and Vision Insurance
- 403 (b)
- Disability Insurance (option to buy in at employee's expense)
- Life Insurance (option to buy in at employee's expense)

## **APPLICATION**

To apply, please send your letter of interest, resume, and references to [hiringleague@saintfrancisschool.net](mailto:hiringleague@saintfrancisschool.net) or visit <https://www.saintfrancisschool.net>.