

Director of Learning Services

Confidential School, Oakland California Area

Part-time, Non-Exempt, Administrative Position

The Director of Learning Services oversees the Learning Services programs, supervises Learning Specialists, and also serves as a Learning Specialist. They also work collaboratively with classroom teachers and the school leadership team to maintain and develop the academic, social, and emotional needs of the students. The Learning Specialist observes students and works with teachers and students to differentiate teaching and learning, provides professional development to teachers and study skills seminars to students, identifies areas of remediation, and coordinates referrals for students with diagnosed and/or possible learning differences.

Qualifications and requirements:

- Master's or Doctoral degree in education, or special education, educational therapy or a directly related field
- Minimum of four years of experience working with students in a school setting and as a classroom teacher
- Demonstrated knowledge of best practices related to learning differences, attention deficit behaviors, autism, and other neurodiversity
- Demonstrated knowledge of managing student data with confidentiality
- Demonstrated ability to work with students who are academically "at risk"
- Demonstrated evidence of programming success around student development or life skills competencies
- Have at least three years experience in testing/assessment of learning issues or academic achievement tests
- Fluent in both English and Spanish languages preferred

Director of Learning Services Duties:

- Directs the overall learning services program for preschool through eighth grade
- Supports supervision and mentors PK-8 Learning Specialists.
- Supports Division Heads with the hiring process
- Supports and provides professional development to PK-8 teachers to meet the learning needs of all students
- Lead the collaborative process of developing and documenting the learning plan students with new diagnosis and for students have demonstrated a learning need.
- Analyzes the screening process for learning, behavioral and developmental differences; and works with teachers and parents to recommend outside testing, tutoring or other indicated special services to make program recommendations
- Recommends teaching strategies to meet individual needs and assists in making accommodations to the curriculum and lesson plans.
- Plans with teachers to create lessons and learning experiences in a differentiated manner.
- Educates faculty, families and students about learning differences and teaching styles and strategies and provides feedback on professional development needs opportunities
- Coordinates meetings with teachers, learning specialists, families, outside specialists and support staff, keeps records of goals and progress, as well as communicating with outside support resources to ensure a coordinated effort.
- Coordinates outside contracted specialists to come in for periodic screenings (i.e. speech language articulation), and coordination of standardized testing modifications/accommodations.
- Serves as a resource to division heads, maintaining strong communication.
- Communicate regularly with parents/families about their child's progress
- Other duties as assigned by the Head of School.

Deciding to Apply

At minimum, applicants should have:

- A Bachelor's Degree and/or other educational requirements listed on the job description
- Requisite skills commensurate with the position
- A reasonable commuting distance to the CalWest client school, or a willingness to relocate
- Relevant, recent experience
- Authorization to live and work in the United States

To Apply: <https://calwestlogin.com/apply?o=d5d19886a26f7b7343b4e74049ecf1c8>

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If you have questions about the qualifications to apply, please contact us at mysearch@calwesteducators.com.