



Middle School Learning Specialist

Type: Full Time

Supervisor: Head of Middle School

Start Date: August 2021

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

Job Description

The Catherine Cook School seeks a full-time dynamic, innovative, and experienced Learning Specialist. This teacher will join our Student Support Services Team, three learning specialists and a school counselor. This position involves working with classroom teachers, administrators, and parents to identify and support the needs of students to meet learning goals.

General Responsibilities will include, but are not limited to:

- Analyzing and interpreting psycho-educational evaluations to create individual learning plans that include evidence-based interventions
- Communicating the students' learning needs to faculty
- Screening, observing, and evaluating students suspected of having learning and/or attention problems
- Providing individualized and small group instruction to identified students
- Assisting teachers with differentiating instruction, as needed
- Arranging testing conditions for regularly scheduled tests, final exams, and appropriate standardized assessments to foster maximum concentration and success
- Participating in meetings regarding students of academic concern and assisting in determining what recommendations should be made to help identified students succeed
- Attending grade level meetings and following up on any recommendations for action that arise at those meetings
- Serving as a liaison between the home, school, and outside professionals
- Assisting with the admissions process for incoming students.
- Training students in self-advocacy and executive function skills
- Participating in school staff duties such as lunch and arrival/dismissal duties

Qualifications

- Master's Degree in Learning Disabilities, Specialist Education, or a related field
- Experience working within the field of learning disabilities or special education
- Experience building supportive relationships with students in grades 5-8
- Experience with teaching and supporting students in middle school math; comfortable with pre-Algebra and Algebra I

- Experience remediating grade level curriculum for grades 5-8 in the areas of language, reading, written language, and mathematics
- Experience administering, scoring, and interpreting diagnostic tests
- Experience navigating the Chicago Public Schools system for acquiring 504 Plans and IEPs for identified students
- Excellent communication skills and the ability to work effectively with students, parents, faculty and staff are essential

Benefits

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, and retirement plan.

Catherine Cook School is an equal opportunity employer. Please visit catherinecookschool.org to learn more about our school and culture to see if you'd be a good fit.

Qualified candidates can send their resumes, cover letters, and references to:

Cory Stutts, Head of Lower School | cstutts@ccookschool.org