



Early Childhood Learning Specialist (Preschool - 1st Grade)

Type: Full-Time, 10-month

Supervisor: Director of Diversity, Equity, and Inclusion

Starting Date: August 2024

Mission Statement: *Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.*

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

At Catherine Cook, we value a diverse and inclusive community. We define diversity as the range of differences and similarities between social identifiers, including: race, socio-economic status, ability, age, gender identity, sexual identity, religion, and ethnicity. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Job Description:

Catherine Cook School seeks a full-time dynamic, innovative, and experienced Learning Specialist. This teacher will join our Student Support Services Team, a subset of our DEI/Wellness team, that includes four other learning specialists and two school counselors. This position involves working with classroom teachers, administrators, and parents/guardians to identify and support the needs of students to meet learning goals.

General Responsibilities will include, but are not limited to:

- Provide developmental and emergent/early literacy support for children in grades Preschool through 1st Grade, including small group instruction to identified students.
- Facilitate the Student Support Services division-specific meetings, including the referral process, with faculty and Division Heads.
- Schedule and facilitate meetings to intake private neuropsychological testing results and create a service plan based on the results.
- Collaborate with the general education teachers and learning support team to create and support the implementation of an instructional or skill development plan based on neuropsychological assessment results.
- For students with an IEP from Chicago Public Schools, submit progress monitoring data and attend IEP meetings.
- Screen, observe, and evaluate students for learning and/or active engagement support needs.
- Work cooperatively with classroom teachers to modify curricula to assist with differentiated instruction plans for student support and enrichment needs.
- Provide positive behavioral support to students in small group and individual instruction
- Train teachers and provide models of best practices in differentiated instruction.

- Participate in meetings regarding students of academic concern and assist in determining what recommendations should be made to help students succeed.
- Attend grade-level meetings and follow up on recommended action steps.
- Serve as a liaison between the home, school, and outside professionals.
- Assist with the admissions process for applicant students.
- Participate in all school, divisional, departmental, and professional development meetings and trainings.
- Participate in school staff duties and other events as assigned by the supervisor and Head of School.

Qualifications:

- Master's Degree in Learning Disabilities, Special Education, Literacy, or a related field.
- Experience working within the field of early childhood, in the area of student support, special education, or early literacy instruction.
- Experience building supportive relationships with students in preschool through 1st grade.
- Experience with teaching and supporting students in literacy in areas of support and enrichment.
- Experience remediating grade level curriculum for grades senior kindergarten and 1st Grade in the areas of reading and written language.
- Excellent communication skills and the ability to work effectively with students, parents/guardians, faculty, and staff.
- Proficiency in the use of Windows and Google applications and devices.

Compensation and benefits are competitive and commensurate with education and experience. Visit catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal-opportunity employer.

Qualified candidates, please [click here](#) to complete an application with resume and cover letter. If you have questions or need additional information, please reach out to the hiring manager, [Motoko L. Maegawa](#), Director of Diversity, Equity, and Inclusion.