

L A K E H I L L

P R E P A R A T O R Y S C H O O L

Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.

Lakehill Preparatory School
2720 Hillside Drive
Dallas, Texas

Position Title: Learning Specialist

Main Purpose of the Role

The Learning Specialist's primary responsibility is to support the lower, middle, and upper students through the Learning Lab. The Learning Specialist is responsible for creating a flexible program and learning environment that provides differentiated instruction for students such that the students benefit from the classroom curriculum to the greatest extent possible when supported with accommodations and other needed supports or targeted intervention.

The Learning Support Specialist will work collaboratively with the Learning Support Team, faculty, and families to ensure students are progressing successfully. This role will also partner closely with the School Psychologist in creating, implementing, and tracking student accommodation needs across K-12, guiding the Learning Support Team, and Student Support Intervention Team.

Although Lakehill strives to support students with different learning abilities, Lakehill's classrooms are not a therapeutic environment, nor do we offer modified curriculum tracks. We do not have a tradition of employing specialists such as dyslexia therapists, behavioral interventionists, or speech and language therapists.

Lakehill Preparatory School is an independent college preparatory school for students in kindergarten through grade 12. Offering a well-balanced program of academics, athletics, fine arts, and community service in a rigorous and nurturing learning environment, Lakehill is a special place where dedicated faculty help students realize their intellectual, physical, and creative potential, while recognizing their responsibilities as members of the community.

Key Responsibilities

- Overtly support and act in accordance with the School's mission and values
- Support the process for identifying, monitoring and remediating students who learn differently (including advanced learners)
- Attend Student Support Team Meetings with faculty
- Work collaboratively with homeroom teachers to observe, assess, and work with students who have learning challenges
- Work with families on at-home recommendations and in collaboration with outside agencies
- Define and deliver general and targeted instruction for students with who need additional intervention (including, but not limited to 1:1 sessions, small group instruction)
- Educate faculty and parents on understanding learning differences

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- Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion
- Appropriately carry out specific responsibilities as designated by the division (eg. duties)
- Maintain accurate and complete student records
- Observation of individual students in the classroom to assist the teachers in assessing and supporting students who require accommodations or interventions
- Deliver specialized supportive instruction in reading, math, written language, organization, and behavior management as needed

Additional Responsibilities:

- Honor the confidentiality of school and student information
- Communicate effectively with faculty, students, families, and colleagues
- Engage in self-reflection and professional development through goal setting, Professional Development opportunities, and ongoing dialog with Division Directors
- A commitment to collaborate in a dynamic community of teachers
- An openness to professional development and continuous learning
- Excellent interpersonal and communication skills
- A pleasant and collegial approach to work and, ideally, a sense of humor
- In partnership with the School Psychologist, develop and update student accommodation plans for students with approved documentation; distribute plans to teaching faculty, advisors, counselors, and Division Heads.
- In partnership with the School Psychologist, help students implement accommodations and utilize strategies to enhance academic development.
- Assist faculty and administrators with supplemental instructional methods for individualizing and differentiating instructions for students with specific, identified learning needs.
- Interpret psychological-educational testing to identify academic needs and implement accommodations to enhance academic success.
- Informally assess student learning needs and abilities in order to produce useful academic strategies; make appropriate referrals for educational testing, academic coaching, and tutoring
- In partnership with the School Psychologist, be a liaison between parents, students, and faculty to provide guidance and expertise to help students reach their educational goals.

Required Qualifications and Experience

- Masters level Education Degree with a special education focus
- Certified teacher with background and experience with special needs population
- 2-5 years of experience with K-12th grade
- Understanding of and experience in early intervention, assessments, and language acquisition
- Strong knowledge of learning differences, including dyslexia, dysgraphia, dyscalculia, as well as a deep understanding of ADHD and Executive functioning

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- Training in specialized programs such as reading specialist, language-based learning strategies, educational therapies, ESOL, etc.
- Demonstrated passion for kids with a broad and deep knowledge of traditional and emerging educational trends.
- Invested in making contributions beyond the classroom, such as advisory, clubs, and coaching.
- Proficient with Word, Excel and the Google drive platform.

To apply for this position, please email a resume and cover letter to

**[Whitney Hutcheson](mailto:whutcheson@lakehillprep.org), Ed.S. NCSP, LSSP
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Nationally Certified School Psychologist
whutcheson@lakehillprep.org**