



**Job Title: Learning Support Coordinator**

**Department: Faculty**

**Reports to: Upper School Academic Dean**

We are seeking an experienced and skilled Learning Support Coordinator to join our team of faculty members beginning in the 2023 school year. This specialist will work closely with students in grades 6 through 12 to assist with the academic progress of students who need additional support. Using research-based methods, the Learning Support Coordinator will share and practice a variety of learning strategies with students to increase their academic and personal success. They will also guide and educate faculty and parents in order to help students with learning differences.

Specific responsibilities include:

- Develop student learning plans and communicate accommodations and instructional strategies with faculty
- Help students, faculty, and parents better understand and utilize student accommodations, interventions, and support
- Provide current, research-based education and training to faculty and parents regarding learning differences and accommodations
- Meet regularly with identified students one on one to help them with organization, completion of work, general understanding of concepts, and executive functioning skills
- Help students track their progress and completion of work
- Maintain written records of time spent with students and communicate progress with parents
- Participate in regular meetings with the student support team
- When necessary, read applicant files in order to better inform the admissions process
- Apply for standardized testing accommodations for students with diagnosed learning differences
- Assist in the residential duty on campus if living on campus

Qualifications:

- Bachelor's Degree in a related field

- At least 1 year of learning support experience in the humanities, mathematics, and sciences
- Experience with supporting executive functioning
- Knowledge of learning assistive technology
- Organizational and time management skills
- Excellent oral and written communication

**Compensation and Benefits:**

Steamboat Mountain School offers a rich and comprehensive benefits package for full time employees.

- Medical including short term disability
- Dental
- Vision
- Retirement contribution match after one year of service
- Tuition remission benefits after two years of service
- Summer's off as well as the majority of traditional school vacations
- Potential on-campus housing
- Meals provided during the academic year

In order to apply, email your resume and cover letter to [kinshellak@steamboatmountainschool.org](mailto:kinshellak@steamboatmountainschool.org). Steamboat Mountain School is an Equal Opportunity Employer.