



Upper School | Learning Specialist

Brooklyn Friends School (BFS), a vibrant PK-12 Quaker school in downtown Brooklyn, seeks a passionate, experienced learning specialist to support the academic progress and achievement of students in our Learning Center and our classrooms. The Learning Specialist (LS) will help to ensure that all BFS students graduate as self-reliant, confident, resourceful learners well-equipped to succeed in a vigorous high school, and later, college academic environment.

In partnership with the Head of Upper School, Assistant Head of Upper School, Upper School Psychologist, Grade-Level Deans, and Student Support Team, the LS supports student learning in a dynamic, student-focused, and socially and emotionally responsive academic environment in which teaching for understanding, integrity, and compassion are the guides.

The LS uses a variety of research-based methods to share and practice with students executive functioning skills, foundational and high-level mathematics skills, analytical thinking, writing and critical inquiry, as well as assist students with diagnosed learning differences. Additionally, the LS facilitates individual and small group faculty workshops in and out of the classroom to model, partner, and support faculty to differentiate instruction for all students, integrate metacognitive strategies for learning, and design and practice student-centered learning approaches.

Guided by our mission and Upper School Guiding Principles, BFS provides an inclusive learning environment in which a vigorous grades 9-10 academic program and grades 11-12 Academic Pathways program allow students to either engage in experiential learning, using the city as classroom or in the International Baccalaureate Diploma Programme.

RESPONSIBILITIES

This position reports to the Head of Upper School.

Primary Responsibilities

- Work in partnership with the Head of Upper School, Assistant Head of Upper School, Upper School Psychologist, Grade-Level Deans, Enrollment Management (i.e., the Student Support Team) to support student learning for students with evaluations and academic challenges.
- Facilitate learning and support for faculty to enable teachers to differentiate instruction, integrate metacognitive strategies, teach toward mastery, and use student-centered methodologies across all subject areas and grade levels.
- Analyze, summarize, make accessible and constructive for teachers and families information regarding neuropsychological evaluations, psychoeducational evaluations, psychological evaluations, IESPs, and 504 Plans completed in consultation with the Upper School Psychologist to ensure a student's social-emotional wellbeing and academic needs are communicated and supported appropriately.
- Apply for and work with the Assistant Head of Upper School to ensure proper and appropriate testing accommodations for all upper school, College Board, ACT, and International Baccalaureate exams.
- Coordinate occasional special testing at the School on the weekend for students with specific accommodations for the SAT and ACT.

- Provide 1:1 targeted support to students in the Learning Center.
- Provide academic support to students with evaluations through skill-building, metacognitive learning strategies, and direct curricular teaching.
- When appropriate, identify students with learning needs, facilitate their evaluation, design, share, and help teachers and students use an individualized support plan, or Strategy Letter, which may include a behavioral modification plan or a reentry plan after a medical leave or other extended absence.
- Work in partnership with the Department of Education to evaluate students and meet the support needs as mandated by their IEPs
- Partner with parents to discuss their child's learning needs and develop individualized support plans.
- Coordinate with outside programs through which students may obtain course credit to ensure that their academic requirements and needs are met.
- Collaborate with tutors to ensure students are adequately supported in and out of school.
- Promote equity and inclusion for students in all classrooms, and help to ensure support for all students regardless of financial means.
- Coordinate with the BFS middle school to ensure that upon entering the high school, students' learning support needs can be and are appropriately met and their progress is closely monitored throughout their high school years at BFS.
- Collaborate with the Upper School Advisory Admissions Committee to assess BFS Upper School applicants and ensure each newly-admitted student requiring resources is appropriately supported.

REQUIRED PROFESSIONAL QUALITIES

- Bachelor of Arts in the field or related area required.
- Master of Arts in the field or related field preferred.
- Professional dedication to progressive education, the Upper School, and the whole school.
- Strong commitment to social inquiry and justice, anti-bias education, and Quaker values.
- Understanding of the International Baccalaureate program.
- Very strong written and verbal communication.

REQUIRED PERSONAL QUALITIES

Demonstrates . . .

- Genuine ability and desire to work across differences both intellectually and socially.
- Respect for the life of the child.
- Joy and a respectful sense of humor.
- Compassion, integrity, and open-mindedness in all interactions.
- Collegiality, approachability, flexibility, and adaptability.
- Interest in and willingness to use new and different educational approaches.
- Consistently respectful and gracious in interpersonal and communication skills.
- Ability to partner and collaborate across professional statuses, i.e., with all staff, administrators, families, the student body, and the local and national independent school community.

To apply, please provide the following:

1. Cover letter addressed to "Head of Upper School." The letter should describe your interest and experience.
2. Statement of educational philosophy.
3. Curriculum vitae.
4. List of three references.

Email the above as attachments to uslearningspecialist@brooklynfriends.org. Only electronic applications will be accepted. Thank you.