



Lower School Learning Specialist (Kindergarten & First Grade)

OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks an expert educator to serve as Lower School Learning Specialist. Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our collective work. Guided by our mission, BFS provides a dynamic and vigorous learning environment, which cultivates compassionate, intellectually curious, and confident changemakers.

Reporting to the Head of Lower School, the Lower School Learning Specialist collaborates with grade level colleagues, specialist teachers, and administration to plan, create, and implement curriculum as well as learning support for the grade level assigned. The Lower School Learning Specialist also serves as a resource for the faculty, works with their assigned grade level team to support student learning needs and differentiate classroom instruction, and communicates with teachers about students of concern. The Learning Specialist reviews and coordinates evaluations, develops learning plans, makes appropriate referrals, coordinates with outside tutors and other support services, oversees the administration of in-school accommodations and oversees the administration of division-wide standardized testing. Additionally, the Lower School Learning Specialist facilitates monthly curriculum meetings with grade level teams to review learning caseloads and plan differentiation. Responsibilities also include ongoing assessment and communication with families, the Lower School Psychologist, and the Head of the Lower School about children's progress. All Lower School teachers are expected to be active community members, sharing supervisory duties and general support and care of the school community.

PROFESSIONAL RESPONSIBILITIES:

- Support the academic/social/emotional development of all students.
- Collaborate well with assigned grade level team to plan, create, and implement accommodations and differentiation.
- Support ongoing student assessment and progress reporting where appropriate.
- Share in supervisory duties and general support and care of the school community.

- Perform necessary routine tasks and daily maintenance of the classroom.
- Monitor student progress, and play an essential role in communicating needs, services, and accommodations to faculty, families, and administration.
- Coordinate school-based standardized testing in collaboration with the Lower School administration for students with approved accommodations, including communicating with standardized testing agencies and with families as needed.
- Interpret educational and cognitive testing and other diagnostics in order to develop learning profiles and, when needed, make recommendations for adaptive and/or accommodative strategies to students, parents, teachers, and administrators.
- Create and maintain documentation and files for all student learning profiles in collaboration with other learning specialists, and serve as a liaison to external service providers.
- Provide communication, coaching, and cooperates with teachers to implement the strategies and accommodations noted in student learning profiles
- Lead professional development in collaboration with school administration for grade level teams and for families on strategies that assist students with learning differences, sensory needs, and/or behavioral needs.
- Coordinate with administration and the grade level specialist team to ensure consistency and cohesion throughout the program.
- Assume other responsibilities and modifications as assigned by administration.

KEY QUALIFICATIONS:

- Bachelor's degree, Master's degree preferred, in Curriculum Design, Educational Technology, Reading and Literacy, or similar discipline.
- 5+ years of experience in education and/or learning services
- Demonstrated knowledge of instructional pedagogy, learning services, and an understanding of the development needs of second, third, and fourth grade students
- Demonstrated success working with faculty in all disciplines to identify instructional needs to enable/enhance student learning
- Classroom or institutional teaching experience

- Fluency and proficiency with both PC and Macintosh operating systems
- Fluency and proficiency with Google Apps for Education
- Strong organizational, technical, and analytical skills
- Exceptional written and verbal communication skills
- Detail-oriented and strong problem solver
- Demonstrates cultural competency and a commitment to diversity, equity, inclusion, and social justice

To apply, please provide the following:

1. Cover letter addressed to Jason Novak, Head of Lower School
2. Resume
3. List of four references and/or reference letters including contact information

Email the above as attachments to learningspecialistposition@brooklynfriends.org.

Thank you!

Brooklyn Friends School does not discriminate in its educational, admissions, and colleague programs and policies or activities on the basis of race, color, national or ethnic origin, age, religion or religious creed, sexual orientation, gender identity and/or expression, disability or any other characteristic protected under applicable federal, state or local law.