



## **Learning Resource Center Coordinator**

St. Andrew's is an independent, college preparatory school located in Savannah, Georgia. Serving grades PreK3 – Grade 12, the school operates in a divisional model. The Middle School at St. Andrew's serves students in 5th-8th grades. Routed in a student centered model, St. Andrew's teachers are dedicated to a 21<sup>st</sup> Century pedagogy and are comfortable integrating a purposeful level of technology and project based learning in their classrooms to support instruction. Striving to create an engaging and meaningful learning environment, the Middle School at St. Andrew's is committed to small class sizes, applied learning, and an individualized approach to instruction.

## **Essential Duties and Responsibilities**

- Review all psychoeducational reports provided to the school, providing direction in the use of the report to develop a school-based learning plan for qualified students.
- Develop learning plans for Upper, Middle, and Lower school students and communicate to division heads, parents, and faculty and place in student record
- Set and conduct initial and annual meetings with parents and teachers to review accommodations, as needed
- Monitor the progress of students being served by the Learning Resource Center, including periodic conferences with classroom teachers, parents, and tutors
- Support families in cases where outside resources are needed; coordinate and collaborate with outside resource agencies contracted by families for learning support
- Facilitate testing for students who qualify for extended time and/or small group accommodations
- Conduct professional development and maintain ongoing guidance and support for faculty, highlighting best practices related to classroom success for students with learning differences
- Assist teachers and division heads by reading and interpreting psychological evaluations/504 plans/IEP
- Offer suggestions for classroom accommodations
- Attend conferences as needed
- Review student files during the admission process
- Maintain a locked, centralized file of psychoeducational reports for Upper, Middle, and Lower Schools
- Maintain detailed records of all students providing any form of medical or psychological testing related to learning differences.
- Develop effective managements systems, including appropriate forms and records for the Learning Resource Center programs, staff, and students
- Interview and hire tutors; maintain tutor contracts
- Process tutor time sheets
- Discuss tutoring options with parents, including payment process; maintain student contracts

- Create tutoring schedule and share information with parents, students, and tutor

### **Desired Qualities**

- **Adaptability** - Illustrates flexibility in the shifting priorities required to meet the needs of a student-centered classroom.
- **Communication and Customer Service Skills** – Understands the unique balance of an Independent School community and the variety of stakeholders. Communicates clearly and compellingly with the diverse balance of daily interactions in both oral and written forms. Anticipates and responds to stakeholder needs in a high-quality and courteous manner.
- **Innovative Problem Solving** – Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore situations and find potential innovative solutions.
- **Dependability** – Consistently delivers instruction with high quality reflective of the values and pedagogy of a St. Andrew’s School education. Meets the needs of students and parents with a combination of organization, detailed planning, and regular communication.
- **Use of Data and Technology** – Exhibits a familiarity and comfort with the use of school-related data and classroom technology and regularly integrates both to the benefit of classroom instruction.

### **Qualifications**

- A bachelor’s degree (master’s degree preferred) in special education or school psychology.
- Two or more years of classroom teaching experience are strongly preferred, with exceptions granted for outstanding candidates with demonstrated teaching skill and talent.
- Experience working with students in setting of individualized instruction or learning accommodations
- Knowledge of best practices and programs to support students with learning differences
- A preference for candidates with knowledge of, and/or experience working in, an independent school environment.
- The ability to create personalized learning plans, organize and maintain student records, and collaborate/communicate effectively with families regarding student progress and recommendations
- Knowledge of applications of educational technology
- A willingness to collaboratively teach in a team model.
- Demonstrated involvement in professional development and school community engagement beyond the daily classroom assignment.

Interested applicants can learn more about the school at our website: [www.sasions.com](http://www.sasions.com). Candidates interested in applying should send a cover letter, full resume, and list of 3-5 professional references to Jesse Lazzuri at [lazzurij@sasions.com](mailto:lazzurij@sasions.com). St. Andrew’s is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.