

JOB TITLE	<b>French Learning Specialist</b>
LOCATION	Ashbury & Sausalito Campuses
REPORTS TO	Primary School Principals – San Francisco & Sausalito
TYPE OF POSITION	Full-time, Teaching Personnel Primary

### OVERVIEW

The Learning Specialist position will support students with learning differences and particular academic and social needs. The Learning Specialist will be responsible for one-on-one and small-group instruction, observing and taking notes on students, regular assessment of student achievement and progress, coordinating with teachers and parents as necessary to discuss student progress, supporting teachers with accommodations, and creating learning plans that target students' specific needs. This is a full-time position, reporting to the Primary Principals, and serving our lower school campuses (Ashbury and Sausalito) and is part of the Student Support Team that serves our three campuses. This is a 31-hour per week contract.

Located in San Francisco & Sausalito, with three campuses, the Lycee is a French-immersion, independent, co-educational, college-preparatory day school of approximately 825 students in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

### JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- The learning specialist will provide whole-classroom support for teachers as well as engage in individualized or small group instruction depending on the needs of Lycée teachers and students.
- Ensuring the safety and well-being of students at all times through the development and support of safe and secure environments at school
- Managing a caseload of students who are in need of learning support by ensuring pedagogical differentiation at the request of the support team and/or the Primary Principals.
- Collaborate with teachers to assess and implement student accommodations and support needs.
- Create and maintain the school's electronic learning profile system and learning support plans for each student who needs additional support- this includes regularly updating student files with information on effective strategies, testing/assessments, reports received, notes on meetings with parents, and classroom accommodations. This is considered an activity outside of the 31 hours engaging with students and is considered prep time.

- Design and implement learning plans and programs to actively engage students to meet their learning goals, including the use of assistive technology.
- Facilitates the distribution of information about students with all members of a student's learning team (student, parent, teachers, outside professionals) as necessary to ensure learning team cohesion and support each student's progress.
- Communicate regularly with parents about their child's progress and invite their participation and questions. Assist parents in understanding their child's unique learning profile, participation in a learning support program, and how the program connects to classroom learning and content/curriculum mastery.
- Meet with classroom teachers and administrators, as necessary, to give student updates and share guidance about the resources each student needs to succeed at Lycée.
- Prepare (in English) the educational team meetings, take notes (in English), communicate the official follow-up documents to the families.
- Assist with the completion of individual exercises for French national assessments.
- Regularly test the reading fluency of class levels.
- Maintain appropriate confidentiality concerning each student within and outside the school community
- Work as a member of the faculty to further develop the school's learning support program.
- The learning specialist is expected to attend school events and faculty meetings and participate in teacher school duties.
- Provide resources and tools to help teachers create inclusive classrooms in general or students with special educational needs.
- Complete other duties related to teaching and learning in the Primary schools assigned by the School Principals or the Head of School. This may include but is not limited to substituting for a colleague.

## MINDSET

Ideal candidates will believe:

- in high expectations for all students, and have the ability to recognize excellence
- that collaboration yields better results
- that thoughtful feedback is welcome and helpful for personal development

## WORK HABITS

Ideal candidates will consistently:

- address issues proactively
- take on a variety of tasks flexibly, as necessitated in the breath of this work
- work to create a culture of belonging for students, parents and colleagues

Salary is commensurate with level of education and experience:

*Candidates with 3-25 years related experience in the education field can anticipate an annual salary, ranging from: **\$80,593.00** to **\$110,497.00** (Teaching Scale 1). The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. Lycée offers a negotiated salary range.*

Excellent benefits package which includes vacation, paid holidays, medical coverage for employee and eligible dependents, dental, vision, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

Lycée is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover letter via:

<https://www.lelycee.org/about/jobs>