



## Learning Support Specialist

**Reports To:** Executive Director

**Directs & Supports the Work of:** K-8 Faculty and Students

Oak Hill Montessori Community School is looking for an experienced learning support specialist who possesses the skills and abilities necessary to implement our school's Mission.

**Oak Hill Montessori Community School Mission:**

*Preparing every student for tomorrow by nurturing the love of learning today.*

**About Oak Hill Montessori Community School:** A new charter school opening in the Fall of 2021, Oak Hill Montessori Community School (OHMCS) offers authentic Montessori education to children 16 months to 8<sup>th</sup> Grade. Located in Shoreview, MN, OHMCS represents a different point-of-view in education; driven by the motivation of students. We present challenging academics while valuing social skills as much as mathematical skills.

Visit [ohmcs.org](http://ohmcs.org) for more information.

**General Summary of Position:**

The learning support specialist works with students in need of additional learning support in language and/or math, in a small group format, and provides resources to teachers and parents. Students may receive learning support throughout the year, or services may be discontinued if the teacher and learning support instructor observe the student functioning well at grade level.

The learning support instructor provides direct, explicit language instruction to those in need of additional language support. This incorporates reading, writing and spelling, using the Orton-Gillingham, Wilson, or other research based method of language instruction.

The learning support instructor also provides math fact practice, as well as help with math concepts and processes to those in need of additional math support.

**Duties and Responsibilities:**

The learning support specialist provides resources and support to teachers by:

- observing students when requested by the teacher
- assessing students when requested by the teacher and a permission to assess form has been filled out by the parents
- conferring with the teacher after assessments are given to determine whether the student is eligible for additional learning support, and if so, creating a plan
- providing progress reports three times per year, and more upon request
- taking part in conferences when requested by the teacher



The learning support specialist provides communication to parents by:

- clarifying what kind of support will be provided and when
- providing progress reports three times per year
- providing resources and strategies for home help and for additional outside of school support when necessary

**Assessment:**

At the beginning of the school year, the learning support instructor re-assesses all students who were served the previous year, screens all first-grade students in language and math, and screens all new students joining Oak Hill. The results are provided to the teachers, and the learning support instructor meets with teachers to determine which students will benefit from additional help.

The learning support instructor then meets with teachers to create a schedule for their students.

**Job Requirements**

- Attends required meetings and events, including meetings with the Head of School.
- Follows policies and procedures as outlined in the staff handbook
- MN Teaching Licensure in Elementary Education or Special Education

**Desired Qualifications:**

- B.S./B.A. in Linguistics, Special Education or similar field
- MN Teaching Licensure in Reading preferred
- Experience in a Montessori classroom

**Salary & Benefits:** Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

**How to Apply:** Persons interested in applying should send an email to [admin@ohmcs.org](mailto:admin@ohmcs.org) with the following application materials attached:

- Cover Letter
- Resume
- Copy of Valid Teaching License
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director. Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.

Final appointment to this position will be contingent upon completion of a criminal background check.