



## **Lower School Academic Learning Specialist Position Profile**

Carrollwood Day School is looking for an enthusiastic and innovative educator to become our Lower School Academic Learning Specialist. The selected candidate will work closely with the faculty, students, and the Learning Support Coordinator to remediate and enrich student learning to ensure student success for all levels of learners from PK through grade five.

Carrollwood Day School ( <http://www.carrollwooddayschool.org>) is a progressive International Baccalaureate (IB) independent school located in North Tampa, FL. Since its beginning in 1982 as an early childhood center, Carrollwood Day School has grown to serve students from age two through 12th grade. CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development.

The **mission of Carrollwood Day School** is to create entrepreneurial thinkers for a global society. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 16 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education.

CDS is currently expanding its physical facility and is adding a 38,000 square foot Innovation Center (09/2021) to address the contemporary needs of STEEM and entrepreneurial students.

### **The Position of Lower School Academic Learning Specialist**

#### **Job Responsibilities:**

- Under the direction of the Lower School Learning Support Coordinator, work with students one on one or in a small group, to remediate or enrich student learning
- Collaborate with the Learning Support Coordinator to utilize data to guide interventions
- Work extensively with students to help them improve specific skills across subject areas
- Address the specific needs of individual students as needed; work with their teacher(s) to design methods of learning that are most appropriate for each child
- Communicate frequently with the learning specialist and classroom teachers on matters relating to reading instruction, progress monitoring and, mastery assessments

- Assist with the design and implementation of interventions and write lesson plans detailing methods and materials
- Assist with implementing effective practices within the school reading program. (SIPPS/BAR/BookClubs/IRLA) as assigned
- Assist teachers with implementing reading programs (SIPPS/BAR/BookClubs/IRLA) as appropriate.
- Help teachers identify reading strengths and weaknesses and match these skills with appropriate techniques and materials
- Keep parents informed as to the purposes and progress of intervention
- Consult with colleagues on a variety of topics such as textbook selection, vocabulary development, concept development, supplementary materials and the development of study skills
- Model, promote, and foster an interest in reading, writing, math and love of learning
- Be flexible and collaborative with classroom teachers and/or other specialists to coordinate schedules and instruction designed to meet the individual needs of students
- Partner with the classroom teachers to monitor student progress
- Teach remedial reading as needed in small groups or one on one
- Perform other responsibilities as may be required, from time to time, be a team player.
- Foster a positive environment with your students and colleagues.
- Collaborate with and provide professional development and assistance to faculty to embed and incorporate differentiated learning best practices into all aspects of the LS curriculum
- Commit to keeping current in professional learning practices and educational research related to learning support services for young children
- Become knowledgeable in the IB PYP program and become a valued resource to the teachers and students during their Units of Inquiry
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, car line, lunch duty, assemblies, field trips, and other duties and routines regularly part of a Lower School environment
- Be a role model of integrity and professionalism

#### **Qualifications:**

- Bachelor's Degree degree in Elementary Education or Exceptional Student Education, required
- Master's Degree preferred
- Demonstrated expertise and a minimum of three years of classroom teaching in an elementary setting is required
- Experience working with students across all grade levels in the lower school setting (PK-5), preferred
- Expertise in best teaching practices
- Experience with systematic reading programs
- SIPPS (Systematic Instruction of Phonics, Phonemic Awareness, and Sight words) experience
- Knowledge of current research of targeted instruction approaches
- Have or complete within one year, the Category One training within the IB PYP; may be required to do training over the summer
- Strong understanding of the academic, social, and emotional development of Lower School aged children
- Ability and willingness to participate in the life of the school community beyond the school day
- Have a passion for teaching and learning with young children
- Demonstrated success at providing professional development and coaching of faculty is strongly preferred
- Strong collaborative skills and eagerness to work with colleagues
- Strong proficiency in the Google suite of products (docs, sheets, drive, classroom, etc.)
- Demonstrated organizational skills required
- Excellent verbal, written, and presentation communication skills

- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively with all constituents in a school environment
- Enthusiasm and commitment to the vision and mission of the School

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Anita Pittman, Director of Human Resources: [apittman@carrollwooddayschool.org](mailto:apittman@carrollwooddayschool.org)