



## Learning Services Coordinator

### Job Description:

The Learning Services Coordinator facilitates the implementation of assessments to connect assessment data to instruction from the admission intake screenings. The Learning Services Coordinator will work to develop a support plan, to the implementation and tracking of interventions in place.

### Job Responsibilities:

- Administers screenings/assessments for admissions, reviews transcripts/records IEPs/504/private reports. Communicates with administration, teachers and families as appropriate.
- Gathers, organizes and interprets assessment data for potential candidates
- Utilizes best practice instructional strategies and research-based
- intervention curriculum materials to meet the learning needs of identified students
- Models the use of intervention strategies through their use in the classroom
- Analyzes existing student achievement data and administers student assessment and progress monitoring instruments as needed to aid in progress monitoring of identified students
- Collaborates with school administrators, school counselor, classroom teachers, service providers, and families when designing support plans. Attends IEP and CARE meetings at schools. Liaises with support services.
- Provides targeted interventions for individual/small groups
- Files documents and attends meetings regarding title one services
- Maintains accurate student records, parent communication records, and student progress data reports as required by school and district
- Attends professional development opportunities that promote improved instructional strategies and supports research-based interventions
- Works with the Director on contracted support services.
- Keeps in confidence all personal, student, and personnel records
- Performs other duties as deemed appropriate and assigned by Director of the Upper School

The General Performance Standards and Expectations: In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Hershorin Schiff Community Day School employees will strive to demonstrate our service philosophy of impacting the world through academic excellence, global citizenship and compassionate action. We do this by providing a safe, small, child-focused environment. Our high standards for academics and behavior create a courteous and respectful learning environment that values the beliefs and rights of every member of our community.

**Community Day School located at the Kane/Karp Educational Center**

1050 S. Tuttle Avenue, Sarasota, FL 34237 | (941) 552-2770 | Fax (941) 552-2771 | [www.communityday.org](http://www.communityday.org)

Safe & Small. Reggio & Project-based Learning. All Faiths.



Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday- Friday 7:45-3:45

Requirements:

- Bachelors' Degree in Special Education. Florida teacher Certification or ability to obtain within agreed upon time with director. Demonstrated knowledge of best instructional practices and research- based intervention.

Job Type: Full-time

Experience:

- Teaching: 1 year (Required)
- Special Education: 1 year (Required)

Education:

- Bachelor's (Required)

Salary: From \$50,000.00 per year

Benefits:

- • Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

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