



**Title:** Learning Specialist/Special Education Coordinator  
**Reports to:** Director of Education and Learning  
**Status:** Full-time, exempt  
**Start Date:** August 21, 2023

### **About Woodstock Day School**

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

### **Summary**

Woodstock Day School is seeking a full-time Learning Specialist and Special Education Coordinator. Learning Specialists provide Tier 1 through Tier 3 support for students who are struggling in their classes. The Special Education Coordinator organizes the Learning Specialists schedules, updates existing 504 Plans and IESPs, works with the Saugerties School District to schedule annual and new reviews, ensures teachers and staff have access to student profiles, and manages the Child Study Team referral process.

The work week for teachers is Monday through Friday. Teachers are expected to be at school from 8:00 am to 3:45 pm. Teachers are required to attend weekly faculty meetings as scheduled by WDS from 3:45 pm to 5:00 pm. Faculty are required to attend specific school events including but not limited to Curriculum Nights, Open Houses, Parent Teacher Conferences, and Graduation. Faculty members are encouraged to attend at least three other school events during the year.

Ideal candidates embrace a range of pedagogical approaches, are excited about teaching in a progressive community and have demonstrated a commitment to addressing issues of diversity, equity and inclusion within and outside the classroom.

## **Key Responsibilities**

### Learning Specialist

- Provide Tier 3 instruction for students in both push-in and pull-out learning environments.
- Provide Tier 2 interventions in classrooms through small group instruction or push in support.
- Provide Tier 1 indirect support by planning with teaching staff regularly, offering resources, strategies, and assistance to enable faculty to better meet the needs of all learners in the classroom.
- Review content specific benchmark assessments for students with 504 Plans and IESP to inform instruction, monitor growth, and determine if further assessment is needed.
- Develop and share individual learning goals that will target students' specific curricular/learning needs for assigned classes.
- Communicate with parents regularly to discuss the progress of their children and to make recommendations.
- Attend Parent-Teacher Conferences and work with classroom teachers to write quarterly reports.

### Special Education Coordinator

- Develop and maintain communication and documentation related to learning specialists and Learning Lab.
- Assume an active role in Child Study Team (CST) meetings working with the team to facilitate meetings and form agendas.
- Maintain a schedule for special education services delivered onsite with Learning Specialists and Saugerties School District services.

- Oversee the CST Referral Process.
- Act as the liaison with local school districts and assign or attend CSE meetings as appropriate.
- Write and manage 504 plans.
- Work with Learning Specialists to update student profiles regularly.
- Coordinate with the Director of Technology to ensure that all 504 plans and IESPs are linked to Veracross and can be accessed.

## Qualifications

- Bachelor's in Special Education. Master's degree preferred.
- At least three years of experience as a learning specialist or in a related role.
- Familiarity with laws related to IEPs and 504 plans.
- Ability to collaborate with faculty, staff, admin, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.
- Experience working in a progressive school or knowledge of progressive education is preferred.

## How to Apply

To apply, please submit a letter of interest, explaining why you would succeed in this position, a resume, three references, and salary requirements as attachments, via e-mail to [careers@woodstockdayschool.org](mailto:careers@woodstockdayschool.org). Please include Learning Specialist/Special Education Coordinator in the subject line.

*Employees are required to follow all COVID-19 protocols for K-12 schools as determined by NYS and any additional protocols as set forth by the school administration.*

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*The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex*

*offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.*

