

Columbia Independent School

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A College Preparatory School



Position: Middle and Upper School Learning Support Specialist

Reports to: Middle and Upper School Directors

Job Summary

CIS is a JK-12 college preparatory, independent school with a rich history of whole-child education and a global perspective for over 450 students aged 3 to grade 12. CIS is seeking a Middle and Upper School Learning Specialist who will work closely with teachers and division directors to design and provide broad-based learning support, primarily in math, to students in grades 6-12. The Learning Specialist works individually and in groups with students; collaborates with the Coordinator of Learning Support to design Middle School and Upper School Service Plans; oversees accommodations; teaches Learn to Learn, a sixth-grade study skills and executive functioning class; and provides rotational advisory lessons. The Middle and Upper School Learning Specialist also supports teachers with differentiation strategies for enrichment and support and provides professional development as needed.

Columbia, Missouri

CIS is located in a mid-sized city halfway between the major metropolitan areas of St. Louis and Kansas City. Columbia is home to the flagship University of Missouri and offers all the amenities of a college town—and a populace that values education, cultural opportunities, award-winning restaurants, and collegiate athletics. Outdoor opportunities abound in the area.

Essential Duties and Responsibilities

- Provide small group instruction as needed for students in 6th- 12th grade, primarily in mathematics.
- Teach 6th Grade Learn to Learn.
- Lead executive function lessons to 6th to 12th-grade students during advisory rotations.
- Supervise study halls.
- Organize and maintain Check-In and Check-Out for students needing support with organizational skills.
- Work in a team approach to ensure classroom accommodations are implemented as established by the coordinator of learning support.
- Ensure testing accommodations for ERB, AP, SAT, ACT, and admissions testing.
- Prepare and conduct presentations for faculty for professional development and offer teacher coaching in best practices.
- Meet weekly with the learning support department to discuss data and student performance.
- Perform other duties as assigned.

Additional Duties and Responsibilities

- Function as an in-house substitute for middle and upper school classes.
- Analyze and interpret ERB score data.

Qualifications

- Bachelor's degree
- Proficiency with remedial learning support for grades 6-12, especially in mathematics
- Minimum of 2-5 years teaching experience is preferred
- Demonstrated passion for working with children and an understanding of the developmental needs of the age group
- Effective written and oral communicator
- Commitment to the success of every student
- Proven collaborator and team member
- Innovative and optimistic thinker
- Life-long learner with a growth mindset

Interested candidates should submit a Letter of Interest, a Statement of Educational Philosophy, and a Resume/CV via email to resumes@cislions.org.