

### Learning Specialist 2026-2027 School Year

#### Overview

Miss Porter's School seeks a Learning Specialist to join our faculty and play a central role in ensuring that every student has access to the full rigor and richness of the Miss Porter's experience. The Learning Specialist will oversee the school's learning support programs, provide individualized support to students, partner closely with faculty and families, and serve as the school's ADA coordinator. This position reports to the Chief Academic Officer

#### Key Responsibilities

- Student Support
  - Meet one-on-one with students to provide general academic and executive functioning support.
  - Interpret psychoeducational evaluations and translate findings into accommodations plans that provide access to, without altering, the academic program.
  - Coordinate support for students with learning profiles and ensure accommodations are implemented.
  - Partner with students, parents, and outside providers to ensure aligned, consistent support.
- Faculty and Program Collaboration
  - Consult with faculty individually and collectively to develop inclusive instructional practices.
  - Partner with College Counseling to coordinate standardized testing accommodations.
  - Serve as a resource for faculty regarding psychological and clinical considerations that affect student learning and wellness.
  - Sit on the Student Support Team to discuss and implement intervention plans for students of concern.
- Program Oversight and Coordination
  - Provide leadership and oversight for all academic support programs, including the Language Lab, QLab, Writing Studio, Math REPS, Language LIFTOFF, and Peer Tutoring.
  - Centralize and streamline systems for managing student learning data and accommodation documentation.
  - Collaborate with administrators to ensure institutional compliance with the ADA and other relevant laws and policies.
- Additional Responsibilities
  - The Learning Specialist may be asked to teach in the academic program with classes assigned based on expertise.
  - All faculty members are assigned co-curricular responsibilities based on interest and expertise; these may include participation in the afternoon program and residential program, though for this position these responsibilities will more likely include providing academic support in the evenings.

# MISS PORTER'S SCHOOL

## ACADEMICS

- Faculty members are on a weekly duty team 5-6 weeks per year.
- Faculty members serve as advisors to a group of students.
- Attendance at school events including evenings and weekends is required.

### Desired Qualities and Experience

- Masters in Special Education and/or Certification in Special Education are preferred.
- Deep understanding of learning differences, educational psychology, and the ADA in an independent school context.
- Demonstrated ability to read and interpret psychoeducational evaluations and communicate findings effectively to students, families, and teachers.
- Empathetic and student-centered, yet firm and clear in setting expectations.
- Skilled communicator who can translate complex terminology into accessible language.
- Collaborative spirit with the ability to work across multiple departments.
- Comfort and interest in teaching, coaching, or contributing to co-curricular life.
- Experience and/or facility with Student Information Systems and Electronic Health Records and Platforms.

Please note: This position is an 11 month position (August-June) with the ability to work remotely during school vacations.

**We will be accepting applications through December 5th. Interested candidates should send a resume and cover letter to:**

Tim Quinn  
Chief Academic Officer and Dean of Faculty  
[tquinn-careers@missporters.org](mailto:tquinn-careers@missporters.org)