

Title: Learning Specialist

Supervisor: Assistant Head of School

Date Revised: December 2024

FSLA Classification: Exempt

Schedule: .5 - 1.0 FTE (Flexibility dependent on applicant availability; Days/Hours Negotiable)

School Overview:

Mission Statement: FSMN is committed to the Quaker values of peace, equality, integrity, simplicity, and community.

Equity Statement: The everyday work of our school is to dismantle systems of oppression in order to reveal the inner light in all of us and honor our shared humanity.

Friends School of Minnesota (FSMN) offers a rich K-8 program where in-depth academic studies are supported by peaceful forms of conflict resolution. In the tradition of more than 80 Quaker Friends schools across the United States, Friends School of Minnesota meets children's intellectual, emotional and spiritual needs in an environment that nurtures their social consciousness.

We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards, and is committed to, social justice and equitable change making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency.

FSMN's academic program is guided by the principles of progressive education. We believe that children learn best as active participants, collaborators, and problem-solvers within a community. Teachers incorporate students' questions and emerging ideas into project-oriented, interdisciplinary studies that lead to student investigations and demonstrations of understanding.

There are currently 140 students and 30 staff/faculty. All students experience mixed-age classroom environments, providing students with broad social and academic opportunities, and allowing cooperative learning to flourish.

Please also see [our website](#) for more information about our school, philosophy, and curriculum.

Position Overview:

Friends School of Minnesota is seeking a Learning Specialist to begin at the start of the 25-26 school year. PLEASE NOTE: applicants with availability could possibly start immediately. Part-time or full-time status dependent on applicant availability. The qualified candidate will have experience with students, parents and teachers in the coordination, monitoring and oversight of learning support plans that we design at FSMN as well as individualized education plans through Saint Paul Public Schools (SPPS). The candidate must be willing to embrace the mission and values of Friends School of Minnesota.

Job Description:

FSMN is committed to providing excellent services for students with learning differences. The Learning Specialist supports the capacity of our faculty and parents by creating and supervising implementation of individual student learning plans, supporting staff and students within the classroom, providing parent/caregiver a teacher education and consultation, and collaborating with SPPS to initiate and facilitate learning assessments, IEPs and direct services.

Essential Functions and Responsibilities:

- Write, implement, and manage individual learning support plans and IEP's for individual students.
- Oversee intervention services; conduct referrals to SPSS and evaluations of students.
- Coordinate and facilitate meetings and workshops with parents, teachers and other professionals who work with identified students.
- Lead training sessions with FSMN staff to ensure best practices in teaching students with learning differences.
- Make connections and build relationships with students to support their academic achievement and social growth.
- Create and update learning support plans based on assessment results; maintain confidential student records and documentation of diagnosis and support plans.
- Conduct student observations in classrooms and implement formal protocols for observations and documentation.
- Support students with behavioral needs in the classroom.
- Reviews and updates policies and plans around student support at FSMN.

Qualifications:

- Bachelor's Degree in special education, education, or related field.
- Two plus years related experience in educational/classroom settings.
- Ability to read, analyze, and interpret educational/psychoeducational assessment reports.
- Ability to communicate information to students, families and teachers.

Preferred Qualifications:

- Experience/familiarity with a multi-sensory based reading program (O-G, Barton, Wilson, etc.)
- Experience working with students with EBD

Compensation:

- \$30-70,000 depending on FTE status, qualifications, and experience.
 - .5-1.0 FTE (Flexibility dependent on applicant availability; Days/Hours Negotiable)
 - Early August - Late June (six weeks off in mid summer)
 - Full Benefits (prorated to FTE)
 - Generous PTO
 - 15+ Scheduled Days (Fall, Winter, and Spring Breaks, etc.)
 - 5 Discretionary Days (10 days in years 2+)

Physical Requirements and Work Environment:

- Generally works in standard office conditions and climate.
- May work in varied, extreme outside weather conditions.
- Works in an active environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.

To apply:

- Submit the following by email to head@fsmn.org:
 - Cover letter
 - Resume
 - A one page statement of your educational philosophy
 - 3 references with current phone numbers and email addresses

Friends School of Minnesota
1365 Englewood Avenue, Saint Paul, MN 55104