



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

**Job Title:**

Learning Support Specialist/Teacher

**Contact:**

Troy Urquhart, Dean of the Middle School  
Reports to: Director of Learning Support Services

**Job Description:** Provide a full range of academic assistance to students in the Middle School at MVA. The Learning Support Specialist/Teacher assumes duties and responsibilities from the Director of Learning Support Services’ description as directed and supervised by the Division Dean and Director of Learning Support Services. These responsibilities include, but are not necessarily limited to, the following areas listed below.

**Position Type:** Full Time (10 month) Exempt

**Essential Duties and Responsibilities:**

- Have an in-depth and working knowledge of learning disabilities or other diagnoses that would warrant educational accommodations
- Provide in-service opportunities for fellow teachers on how to support students with varying learning needs
- Provide various test accommodations for subject area tests
- Serve as a test proctor for students with accommodations on standardized tests
- Teach students various strategies for planning, time management, and organizational skills
- Demonstrate good study & test taking skills to students in preparation for test & quizzes
- Provide support on homework and projects
- Track students’ progress in all subject areas
- Monitor students’ grades for any low assignment grades or missing assignments
- Be comfortable assisting students with relearning and practicing math concepts
- Be comfortable assisting students with writing assignments and editing skills
- Communicate regularly with teachers and staff about students’ learning needs
- Provide guidance to fellow faculty on the choice of appropriate teaching and learning methods, provision of approved accommodations
- Communicate effectively with parents regarding the student’s progress as well as difficulties or struggles

**Skills and Qualifications:**

- Bachelor’s degree required. Prior teaching experience, a Master’s degree, and the ability to contribute meaningfully to extracurricular programming are preferred
- The ability to work with and communicate with a diverse population of constituents
- Proven success working collaboratively with students, faculty, staff, parents, and community leaders
- Outstanding interpersonal skills, including excellent oral and written communication skills
- The ability to work with middle school students, parents, and colleagues
- The ability to assemble, organize, and prepare data for records and reports
- Strong organizational skills with the ability to maintain accurate records
- The ability to maintain strict confidentiality when it comes to school business
- The willingness to learn new skills appropriate for the position
- Strong proficiency with technology, including Microsoft Office applications

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.