Available Position: Middle School Learning Specialist
Department: Learning Support
Reports to: Director of Learning Support
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (10 months)
Date Posted: April 8, 2022
Start Date: August 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
The Hockaday School is seeking a full-time Middle School Learning Specialist to join the PK-12 Learning Support Team comprised of learning specialists, counselors, and the Director of Learning Support. The function of the Learning Support Team is to promote excellence through best practices in inclusive teaching and learning for all Hockaday students. Responsibilities for this full-time faculty position include teaching, supporting students with a focus on learning, and participating in school-based activities, as requested. This position reports to both the Director of Learning Support and the Head of Middle School.

Essential Functions:
The Middle School Learning Specialist will collaborate with the Director of Learning Support and other faculty to provide support to provide enhanced access to learning. Responsibilities include the following:

- Teach Learning Skills classes with a focus on executive functioning, study skills, and mathematics
- Provide leadership and collaborate with faculty in teaching students with diverse learning profiles
- Serve as an advisor to a group of middle school students
- Serve as a resource within the community of Middle School students, faculty, and parents
- Promote best practices in learning within classroom settings and instructional leadership
- Work within the Middle School and Learning Support teams as a collaborative and respectful colleague, with the ability to maintain confidentiality
- Support students with approved learning plans through meetings, as needed, between parents, students, and teachers
• Attend Guidance Team and other administrative and departmental meetings
• Maintain a current understanding of and proficiency with assistive technologies that promote brain-compatible learning
• Other duties as assigned

Qualifications/Experience:
• An advanced degree with a focus on learning differences, neurodevelopment, executive dysfunction, mathematics, instruction and/or learning
• Teaching experience at the middle school level preferred, ideally in independent schools
• Experience working with students with learning differences, preferably in a rigorous academic setting
• Strong organizational skills and ability to mentor and coach executive functioning skills
• Background and interest in guiding a program for students in which all students experience success in learning
• Demonstrated leadership and facilitative skills
• Experience with standardized testing and knowledge of learning needs and related legalities
• Proficiency with various uses of technology
• Commitment to being a supportive, respectful, and energetic colleague and mentor
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks

Training:
• Participate in all requisite School trainings both prior to the start of school and throughout the school year
• Attend required staff development and training sessions throughout the year
• Acknowledge receipt of the current Employee Handbook, review the contents, and abide by rules, policies and procedures stated in the Handbook or otherwise by the School
• Abide by Hockaday’s Code of Ethics and Conduct
• Commit to the ideals expressed in Hockaday’s Tenets of Faculty Excellence

Physical Requirements and Work Environment:
• Regularly work in standard office or classroom conditions and climate
• Regularly use close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances
• Frequently required to move around the office/classroom; work at a desk for extended periods of time
• Ability to occasionally move items weighing up to 30lbs. across the campus/classroom/office
• Ability to periodically support before and after-school or weekend events
• Ability to maintain appropriate boundaries with students, fellow staff, and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under “How to Apply” at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.