



Saint Mary's Hall

MIDDLE SCHOOL ACADEMIC SUPPORT SPECIALIST

📍 San Antonio, TX

START DATE: August 1, 2024



ABOUT SAINT MARY'S HALL:

Saint Mary's Hall is an independent day school offering students from age 3 through 12th grade a coeducational college-preparatory experience. Situated on 60 beautiful acres near Salado Creek in Northeast San Antonio, Saint Mary's Hall was founded in 1879 on the principles of knowledge, self-confidence, and respect for others. Originally established by the Episcopal Church, Saint Mary's Hall serves students and families of all faiths. Graduates leave Saint Mary's Hall confidently armed with the skills, knowledge, study habits, and self-awareness needed to thrive in college and find fulfillment in life.

POSITION DESCRIPTION:

Saint Mary's Hall seeks a skilled and dynamic **academic support specialist**. Working with the Assistant Head of School for Academics, Division Head, counseling staff and athletic trainer as appropriate, this individual will assess and implement an appropriate academic support plan for students with diverse learning styles, documented accommodations, and whose medical conditions require academic support (such as students recovering from concussions).

RESPONSIBILITIES:

- Meet with students and parents/guardians to help them interpret their psycho-educational testing; summarize the testing and communicate accommodation plans to student, parent/guardians, and faculty.
- Based on the individual learning profile, work with students on goals, track progress, and provide periodic summaries to Division Head and Assistant Head of School for Academics.
- Collaborate with faculty in support of students.
- Teach three academic support classes. (Content dependent upon student's needs).
- Engage in professional development relative to learning needs.
- Serve as a resource for outside referrals when appropriate.

QUALIFICATIONS:

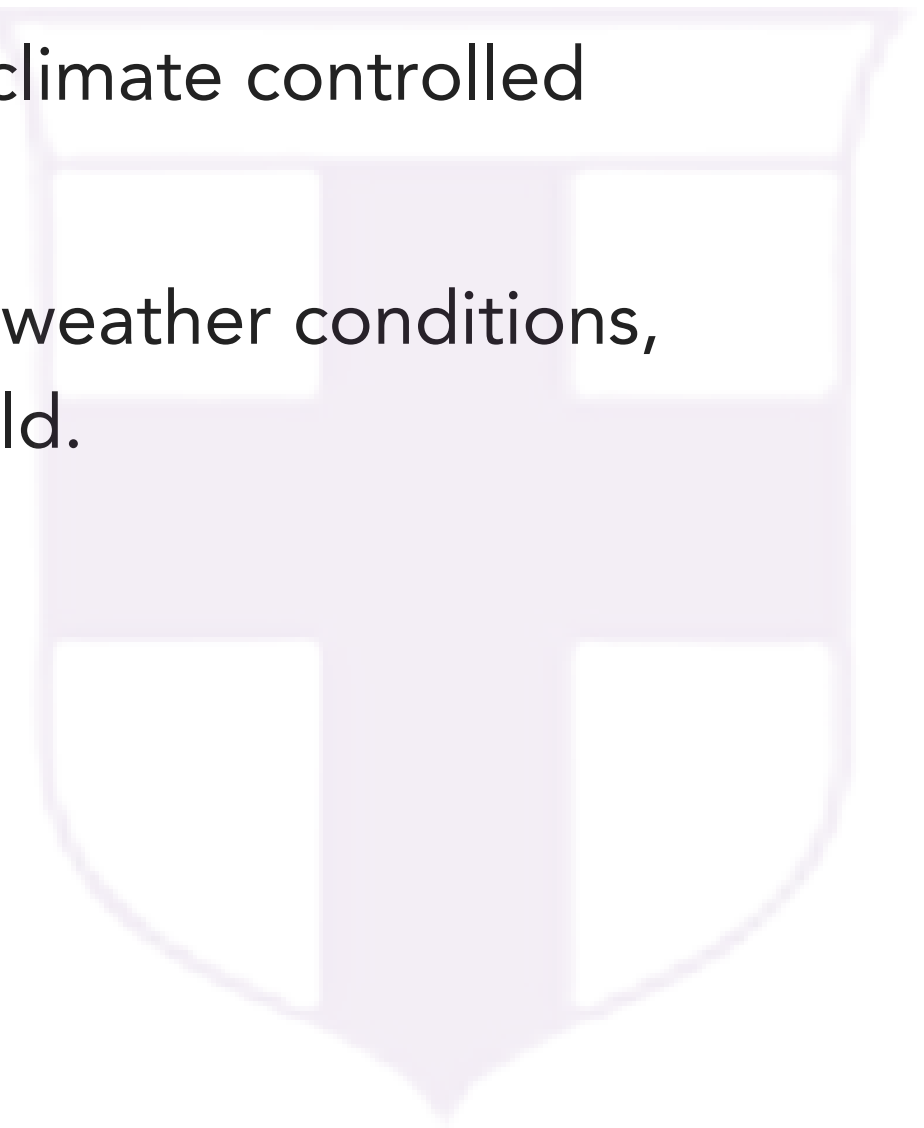
- Bachelor's degree (Master's preferable) related to academic support.
- Experience working with adolescents with learning differences.
- Effective verbal and written communication skills with myriad constituents.
- Proven knowledge of educational, psychological, and neuropsychological testing and assessment as well as study skills, test-taking strategies, executive functioning, and metacognition.





PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Work in a fast-paced 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.
- Must be able to teach, instruct, and communicate with students, parents, coworkers, visitors, and other professionals in the English language.
- Work primarily in a traditional climate controlled classroom environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

HOW TO APPLY:

Saint Mary's Hall has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Assistant Head of School for Academics and Dean of College Counseling, Ellen O'Neill Deitrich), a résumé, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com.

