# Job Description: Learning Specialist

**GALS Overview**

Girls Athletic Leadership Schools Denver is a network of public charter schools that consists of two schools; GALS Middle School and GALS High School. GALS is predicated on best practices in active learning and gender-based learning, and provides a college preparatory education in a supportive environment that fosters the academic mastery and personal development necessary for every student to become a powerful advocate for themselves and leader of their community. GALS provides an innovative and necessary educational option that incorporates health and wellness education to optimize academic achievement, and self-development for middle and high school-aged students. The school follows standards-based practices and classes incorporate an inquiry-based approach to learning, and frequent movement that supports an active-based pedagogy.

**About the Position:**

Special Education at GALS is rooted in the philosophy of inclusion. Learning specialists are challenged to support students with disabilities to join the community and succeed in the general education setting alongside non-disabled peers. Learning Specialists report to the Director of Special Education. Applicants must hold a bachelor's degree and an endorsement in special education or be eligible to apply for Temporary Teaching Eligibility (TTE).

**Key Responsibilities include, but are not limited to:**

**Team Participation**
- Attend and actively participate in all professional development sessions, work days, and team meetings (both SPED specific and grade-level as needed)
- Maintain student integrity in all conversations and actions and hold peers accountable to do the same

**Caseload Management**
- Establish relationships with families for all students on caseload and communicate with them regularly
- Thoughtfully and collaboratively develop IEPs, design accommodations, and write goals that are in the best interest of student outcomes
- Create snapshots for all students on caseload and distribute to grade level teams
- Collect, organize, and disseminate student-specific data trends
- Communicate IEP changes to grade level teams

**Instruction**
- Plan, teach, and evaluate with general education teachers to support grade-level outcomes
- Act as a consultant for general educators by responding to inquiries and facilitating accommodations across settings
- Plan and teach intervention classes to address skill deficits using data to make instructional adjustments
- Conduct progress monitoring and track data across all settings
- Organize, update, and regularly communicate data to grade level teams

**Accommodations oversight**

- Communicate school-wide accommodations needs to staff
- Manage PARCC accommodations
- Coordinate testing accommodations provision
- Communicate with assistive technology department; apply for and monitor equipment

**District communication**
- Communicate regularly with SPED district partners
- Serve as SPED liaison between district and building administration
- Order supplies and maintain departmental inventory (test kits, materials, chromebooks, etc..)

**Stakeholder communication**
- Attend enrollment events, meet with prospective families
- Attend transition meetings, meet with current providers

**Application Process**
Please send your resume and a personal statement explaining how your interests and professional experiences align with and qualify you for this position. Documents should be in Word format sent via email to karen.davidson@galsdenver.org. Resumes will be accepted until position is filled.

**EOE Statement**
GALS is an equal opportunity employer. This means that GALS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.