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**Title:** ParishLab Learning Specialist  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Director of ParishLab

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### JOB SUMMARY

The ParishLab Learning Specialist is a full time, 9.5 month position with responsibility to teach in and assist the Director in the ParishLab program and the ParishLink program.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Teach sections of ParishLab Language Support and Foundations class.
- Instruct students in language therapy in small groups of up to 3-4 students and 1:1
- Implement instructional strategies that utilize individualized, intensive, multisensory, phonetic methods and a variety of writing and spelling components
- Uses a variety of instructional strategies to meet the needs of dyslexic students
- Create lesson plans based on the analysis of instructional data/ testing to accelerate student learning
- Record student attendance and participation regularly
- Maintain a weekly progress log of students
- Communicate in a timely manner with Director of ParishLab regarding the progress of students that are participating in ParishLab Language Support and Foundations class
- Partner with the Director of ParishLab to support the needs of the ParishLab students
- Collaborate with teachers, advisors, learning specialists and administrators
- Acts as an on-going and effective advocate for ParishLab students learning and academic growth
- Assist in ParishLab classes
- Work in ParishLink program by helping to maintain a roster of qualified coaches, assisting in the referral process to families requesting academic coaching, and scheduling and ensuring spaces are available for academic coaching work with students.
- Work with Director of ParishLab and Director of Finance in development of new programming for adults and students related to learning differences education.
- Adheres to the laws, policies, procedures, and ethical standards of the learning assistance profession
- Promote the school's statement of mission and philosophy

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
- Attends Auxiliary Programs Team Meetings
- Attends School Functions as needed
- Attends Chapel

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### SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

#### Education and Experience:

- Masters degree is preferred or 4 year degree and training in learning differences
- Minimum of five years experience teaching a Multi-Sensory Language Program
- CALT certification required or highly preferred
- Experience working with a wide range of learning differences in an academic setting
- Computer proficiency, including MS Word, MS Excel, collaboration software and Google suite
- Ability to use basic office equipment

#### Job Knowledge, Skills, and Abilities:

- Knowledge of a Multi-Sensory Teaching Approaches
- Knowledge in development and implementation of lesson plans
- Knowledge of accommodations for differences in learning styles
- Demonstrated knowledge of reading strategies and differentiated instruction
- Demonstrated knowledge of dyslexia and dyslexia procedures
- Create an inviting, welcoming classroom environment conducive to learning
- Establish procedures and routines that are consistent and clear to students
- Manage and monitor student learning
- Discretion and mature judgment in handling sensitive and confidential information
- A team player with strong interpersonal skills to effectively and professionally communicate with students, faculty and academic coaches
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Demonstrate initiative and facilitative skills

- Contribute positively to employee moral; maintain a positive, pleasant demeanor to all constituencies
- Exceptional oral and written communication skills
- Flexibility in a dynamic environment
- Well organized and able to manage details efficiently
- High energy level paired with an accompanying sense of urgency
- An accessible and approachable people person with a good sense of humor
- Self-confident and secure in one's achievements without seeking or requiring recognition
- Responds well to criticism and deals successfully with challenging people and circumstances
- Ability to work both independently and with supervision

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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- ☐ Office Environment
- ☒ Classroom Environment
- ☒ Works Primarily with Students
- ☐ Works Primarily with Adults;

Some Exposure to Students

- ☐ Travel – Light
- ☐ Travel – Heavy
- ☒ Evening and/or Weekend Commitment – Light
- ☐ Evening and/or Weekend Commitment – Heavy
- ☒ Inside
- ☐ Outside
- ☒ Works with Others
- ☒ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

### Physical Requirements:

- ☒ Seeing
- ☒ Color Perception

- ☒Hearing
- ☒Clear Speech
- ☒Touching (Hand and Finger Dexterity)
- ☒Sitting
- ☒Fine Finger Manipulation in Use of Computer
- ☒Standing
- ☒Ability to Move Distances
- ☐Hillcrest Campus includes 5 buildings, 10 acres
- ☒Midway Campus is 350,000 square feet, 50 acres
- ☒Driving
- ☐Climbing
- ☐Balancing
- ☐Kneeling
- ☐Crawling
- ☐Reaching
- ☐Twisting or Bending at Waist
- ☒Pushing or Pulling
- ☒Lifting 0 - 20 pounds

- ☐Lifting 0 – 40 pounds
- ☐Lifting 0 – 75 pounds
- ☐Carrying 0 - 20 pounds
- ☐Carrying 0 – 40 pounds
- ☐Carrying 0 – 75 pounds

### Mental Requirements:

- ☐ Reading - Simple
- ☒ Reading - Complex
- ☐ Writing - Simple
- ☒ Writing - Complex
- ☐ Clerical
- ☒ Basic Math Skills
- ☒ Analysis and Comprehension Simple
- ☐ Analysis and Comprehension - Complex
- ☐ Decision Making - Simple
- ☒ Decision Making – Complex
- ☐ Exercise Discretion - Simple
- ☒ Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other*

*characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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Qualified candidates should send a cover letter and resume' to [employment@parish.org](mailto:employment@parish.org)  
April 2021