



Bellarmino
College Preparatory

Learning Specialist

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a full-time Learning Specialist position. This position reports directly to the Director for the Office of Accessible Education. Bellarmino's commitment to fairness and justice extends to providing academically qualified students with a documented disability an equal opportunity to access the school's programs and activities. We commit to providing an opportunity for academic and personal success for our students with exceptionalities emphasizing growth and individual achievement. We address this goal through our provision for academic adjustments. Working at Bellarmino College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities

- Coordinate and deliver services in the Academic Resource Center (ARC) for students with documented disabilities and assigned students who are struggling
- Collaborate with Resource Specialist Coordinator to design plans for students to support their learning styles and develop skills for executive function
- Collaborate with the Director of OAE to develop intervention techniques for struggling students and communicate this with counselor, teachers, and parents
- Assist students to monitor progress towards learning goals and objectives
- Develop self-advocacy skills for students to articulate their own learning needs with teachers and parents
- Grow student self-awareness of learning behaviors and skills to assist with performance in and out of the classroom
- Empower students to utilize tools and strategies to demonstrate their skill and knowledge
- Promote the discovery of their gifts, strengths and potential
- Function as the Special Testing Coordinator for school and standardized tests, including end of semester assessments, SAT/ACT, PSAT/Pre-ACT, and AP exam programs

Minimum Qualifications/Skill

- Bachelor's degree and five years working in a school setting
- Extensive experience working with students with exceptionalities
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Strong presentation skills
- Strong organizational skills
- Ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Proven innovator, self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision

- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Demonstrated commitment to cultural proficiency
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events

Preferred Qualifications

- Master's degree in related field working with special needs students
- Education Therapist preferred
- Teaching credential and/or professional CA credential
- Middle and/or high school classroom experience
- Experience in proactively engaging students and their parents to identify needs, improvement strategies, track progress, to ensure student growth and success

Physical Requirements

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

General Information

- Position has a pay range of \$47K - \$52K for work performed Jan – May 2023
 - Currently budgeting for full year position in 2023/2024 Academic Year
- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about January 2023

To Apply Online: Please complete the [Bellarmine Faculty Application Form](#) located on our [Employment at Bellarmine | Bellarmine College Preparatory \(bcp.org\)](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "Learning Specialist" in the subject line of the e-mail. Priority will be given applications received by January 6, 2023.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
