

Interim High School Student Support Coordinator Part-time Faculty



[Sequoyah School](#), an independent school founded in Pasadena, California in 1958, launched an innovative high school program in September of 2016. As an extension of our K-8 program, students are guided through the deep intellectual exploration of content following a student-centered, problem-based pedagogy that offers relevant contexts for exploration and opportunities for application. Furthermore, the high school program builds upon the changemaking work practiced in the K-8 program by offering a program for [Social Innovation](#). Finally, field studies is a hallmark of a Sequoyah education that extends interdisciplinary teaching and learning as students and teachers travel around California, the Southwest and Pacific Northwest, and Latin America to explore the natural world and engage with a variety of communities. The high school program also offers international expeditions.

Reports to: Director of Curriculum and Student Support

Part-time Faculty: 24 hours per week

Job Summary

The High School Student Support Coordinator is responsible for overseeing and facilitating student support services.

Essential Duties and Responsibilities

- Partner proactively with faculty and administration to identify and support students with different learning styles, and teachers in their efforts to differentiate curricula and address different learning needs.
- Observe and evaluate individual students displaying academic or behavioral difficulties and assess their learning strengths and challenges.
- Develop and write student support plans with short and long-term goals and specific objectives.
- Maintain confidential student records and keep accurate documentation of sessions, meetings, and assessments.
- Direct one-on-one or small-group instruction and oversee resource teachers.
- Coordinate meetings with teachers and parents and oversee communication with parents.
- Recommend in-school and community resources for identified students.
- Provide resources to help faculty and parents with questions about learning challenges
- Work with professionals outside the school to support students and coordinate and facilitate communication between student, family, school, and other involved professionals.

- Secure testing accommodations for qualifying students.
- Network with learning specialists at other independent schools.
- Pursue professional development opportunities.
- Work with the Director of Curriculum and Student Support to provide professional development opportunities for faculty in the area of special needs.
- Participate in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.
- Be involved in the school community at large.
- Assume responsibility for other projects as assigned by the Director of Curriculum and Student Support.
- Oversee after school learning support.

Desired Expertise and Experience

- Bachelor's and/or graduate degree in Special Education or a related field; graduate degree preferred
- 3+ years of teaching experience
- Knowledge of learning disabilities, psycho-educational tests, reports, and assistive technology
- Knowledge of administering and interpreting assessments and test results, academic achievement, and diagnostic testing
- Proven success as a leader in program development
- Full understanding of differentiated instructional strategies across the curriculum
- Outstanding interpersonal and organizational and facilitation skills
- Exceptional written and oral communication skills
- Strong networking skills to ensure access to resources in the broader community
- Detail-oriented and resourceful
- Tactful and discreet
- Technologically savvy
- High-energy and enthusiastic about working in an academic atmosphere

To apply, interested candidates should send a résumé and cover letter to hsrecruitment@sequoyahschool.org.

Sequoyah has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits. For more information about Sequoyah School and our hiring process, please see our website at www.sequoyahschool.org.

Sequoyah School is an equal opportunity employer and does not discriminate in any phase of employment. We consider applicants without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, marital status, or any other legally protected status.