

**BRENTWOOD SCHOOL**  
**Upper School Learning Specialist**

**Brentwood School inspires every student to:**  
**Think critically and creatively.**  
**Act ethically.**  
**Shape a future with meaning.**

Brentwood School, a vibrant and diverse K-12 independent school, is looking for a full-time Upper School Learning Specialist. This is a 10-month position. The Upper School Learning Specialist reports to the Upper School Director and qualified candidates should have a Master's degree or Ph.D. in psychology or educational psychology and a minimum of three years experience in a related field.

The responsibilities of this position include:

**General**

- Collaborate with administration regarding various discussions and decisions related to students and families
- Work closely with the Chair of the Learning Services Department to implement departmental and school policies and strategies.
- Attend all Concern and Support meetings for students
- Follow up on discussions and/or specific implementation strategies
- Attend all faculty meetings
- Assist with the administration of and preparation for final exams, AP exams, and PSAT
- Engage and support students of varied identities, lifestyles, and beliefs
- Additional duties, such as student advising and chaperoning events, as needed
- Other duties as determined by the Upper School Director

**Students/Parents**

- Identify learning styles of individual students based on:
  - Observations
  - Teacher meetings
  - Parent conversations
  - Conversations with outside resource providers
  - Psychoeducational reports
  - Interpret psycho-educational evaluations to families if clarification is needed
  - Monitor student progress
  - Demystify learning differences to parents and students who are aware of their learning profile
- If a psycho-educational evaluation is recommended, provide the family with an appropriate referral and coordinate contact
- Engage and support students of varied identities, lifestyles, and beliefs
- Counsel students as needed with regard to learning and emotional issues
- Apply for accommodations with standardized testing companies for students, as needed

## Faculty

- Interpret psycho-educational evaluations to faculty
- Speak with resource specialists regarding progress and plan for communicating concerns during the meeting
- Distribute current/new accommodations to teachers and assist them in implementing recommendations
- Work as the liaison between school and any additional service providers

In addition, a candidate should possess the following personal qualities:

- Strong collaboration and cross-cultural competency
- An interest in and openness to professional development
- Commitment to equity and inclusion
- A sense of humor, warmth of personality, and energy
- Flexibility

Brentwood School is dedicated to the creation of a diverse faculty and staff that better represents our student body and the city of Los Angeles. Information about our school can be found at [www.bwscampus.com](http://www.bwscampus.com). Please submit a letter of interest and a resume to the contact person listed below. In your letter, highlight your education and experience specifically related to diversity, equity, and inclusion.

Corisa Moreno

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Link to Job on website:

<https://www.bwscampus.com/about-us/employment/detail/~post/upper-school-learning-specialist-20190513>