



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

Cretin-Derham Hall is a Catholic co-educational high school serving students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.

LEARNING SPECIALIST

Cretin-Derham Hall is seeking a full-time Learning Specialist for the 2026-27 academic year.

Position Summary

The Learning Specialist is a member of the Academic Development Department and advances the mission of Cretin-Derham Hall by supporting students with diagnosed disabilities, diverse learning needs, and varying academic abilities in a Catholic, college-preparatory environment.

Guided by our mission to educate students of diverse abilities, cultures, and socioeconomic backgrounds, the Learning Specialist works collaboratively with students, families, faculty, counselors, and administrators to provide individualized academic support that enables students to maximize their God-given potential. Through relationship-centered coaching, collaboration, and advocacy, the Learning Specialist helps students develop the knowledge, skills, confidence, and independence necessary for success in high school, college, and life.

The Learning Specialist serves as both a direct support for students and a resource for teachers by promoting instructional strategies and accommodations that foster student learning while encouraging increasing independence and personal responsibility.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Individual Student Support

- Provide individualized and small-group academic coaching for students with diverse learning needs.
- Support students with diagnosed learning disabilities, ADHD, executive functioning challenges, anxiety-related academic concerns, and other documented learning differences.
- Assist students in completing assignments, monitoring academic progress, and developing effective learning habits.
- Guide students in understanding their individual learning profiles, recognizing both strengths and areas for growth.
- Foster confidence, resilience, and hope while helping students develop ownership of their learning.
- Assist students in establishing academic goals each trimester and regularly monitor progress toward those goals.
- Encourage increasing independence and self-advocacy appropriate for high school and college readiness.

Learning Plans and Student Accommodations

- Review psychoeducational evaluations, educational assessments, medical documentation, previous accommodation plans, and other relevant records.
- Develop individualized Learning Plans based upon documented student needs and available school resources.
- Communicate Learning Plans to faculty, parents/guardians, counselors, administrators, and students as appropriate.
- Monitor the implementation and effectiveness of accommodations throughout the school year.
- Review and revise Learning Plans as student needs evolve.
- Coordinate approved accommodations for classroom instruction, assessments, and standardized testing.
- Arrange testing accommodations when appropriate, including:
- Maintain accurate and confidential student records in accordance with school policy and applicable law.

Collaboration with Faculty

- Partner with teachers to support students with diverse learning needs in the classroom.
- Consult with faculty regarding instructional strategies, differentiation, accommodations, and executive functioning supports.
- Serve as a resource to teachers in understanding learning differences and promoting inclusive instructional practices.
- Collaborate regularly regarding student progress and intervention strategies.
- Participate in student support meetings, multidisciplinary planning, and parent conferences.

Family Partnership

- Develop positive relationships with parents and guardians as partners in student success.
- Communicate regularly regarding student progress, learning goals, and support strategies.
- Assist families in understanding Learning Plans, accommodations, and available school resources.
- Encourage consistent communication among school personnel, students, and families.

Program Leadership

- Contribute to the continued development of the Academic Development Department.
- Evaluate the effectiveness of interventions and student support services.
- Maintain appropriate documentation and program records.
- Participate in faculty meetings, professional development, departmental planning, and school committees.
- Stay current with research and best practices related to learning differences, executive functioning, adolescent development, and inclusive educational practices.

Competencies

- Proficiency in Microsoft Office, Google Workspace and position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Required Qualification:

- Bachelor's degree in Special Education, Education, School Psychology, School Counseling, Educational Psychology, or a related field
- Experience working with high school students with diverse learning needs
- Teaching License
- Knowledge of learning disabilities, ADHD, executive functioning, dyslexia, anxiety, and evidence-based instructional strategies

- Demonstrated ability to collaborate effectively with teachers, families, and school personnel

Preferred Qualification:

- Specialized Certificate in area related to student services or instructional interventions
- Master's degree in Special Education, Educational Leadership, School Counseling, Educational Psychology, or a related field
- Educational Specialist Degree in Educational Leadership, School Counseling, Educational Psychology, Specialized Student Services, or a related field
- Experience in a Catholic or independent secondary school

Compensation:

Salary is commensurate with education and experience and is determined by CDH's faculty salary scale. The current salary scale range is \$50,023 to \$81,781.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) retirement plan with employer contribution
- CDH tuition remission

To apply, please send resume, cover letter, transcripts, two letters of recommendation, and license information in a single PDF to Regan McCormack at rmccormack@c-dh.org. Applications will be reviewed on a rolling basis as they are received until position is filled.