



*Catholic College Preparatory
School for Young Women*

Position Description

Mercy High School in Farmington Hills has need for a full-time Learning Specialist to join our AMES (Academic Mentoring and Education Support) team in servicing students grades 9-12. The Learning Specialist will assist with the maintenance, facilitation, planning, support and development of accommodation and differentiation support strategies.

Mercy seeks candidates who value and have experience in working with students of different backgrounds including race, culture and socioeconomic status. Mercy is an Apple Distinguished School, and the preferred candidate will have the ability to support students through effective use of technology tools.

Job Responsibilities

- Support students and parents in identifying and developing learning strategies
- Formulate, document and monitor individual student learning plans and accommodations
- Collaborate with faculty to further enable differentiated instruction in the classroom
- Refer students and their families to outside agencies for services including psychological or academic assessment, professional tutoring, etc.
- Manage accommodations for internal and standardized testing
- Facilitate AMES class hour to students who qualify, including students with Service Plans and students on Academic Probation
- Maintain best practices for effective learning support and differentiation strategies

Qualifications/Requirements

- Bachelor's degree with teacher certification and endorsement in special education or related field. Master's degree preferred
- Prior experience in working with student learning differences
- Effective, positive leadership abilities
- Ability to collaborate with faculty, staff, counselors, administration and parents
- Effective organizational skills and attention to detail
- Exceptional verbal and written skills in communicating with teachers, counselors, administrators, parents, and teenage females
- Experience in data collection and analyzation
- Sensitivity to, knowledge of, and respect for cultural, religious, and socio-economic differences
- Strong presentation abilities
- Maintain ethical standards and high degree of confidentiality

[Mercy High School](#), a Catholic college preparatory school immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion.

Interested candidates are requested to send a letter of interest, resume, and proof of credentials by July 5 to Principal Patricia Sattler at psattler@mhsmi.org

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