**Learning Specialist Job Description**

**Required: Bachelor of Science Degree in Special Education and Experience**

**Preferred: Graduate Degree in Special Education**

**Reports to: School Principal**

**General Description**

**1)** Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.

**2)** Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.

**3)** Prepare materials and classrooms for class activities.

**4)** Establish and enforce rules for behavior and policies and procedures to maintain order among students.

**5)** Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.

**6)** Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social studies.

**7)** Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.

**8)** Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

**9)** Teach personal development skills such as goal setting, independence, and self-advocacy.

**Activities**

**1) Establishing and Maintaining Interpersonal Relationships --** Developing constructive and cooperative working relationships with others, and maintaining them over time.

**2) Communicating with Supervisors, Peers, or Subordinates --** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**3) Training and Teaching Others --** Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

**4) Organizing, Planning, and Prioritizing Work --** Developing specific goals and plans to prioritize, organize, and accomplish your work.

**5) Documenting/Recording Information --** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**6) Getting Information --** Observing, receiving, and otherwise obtaining information from all relevant sources.

**7) Making Decisions and Solving Problems --** Analyzing information and evaluating results to choose the best solution and solve problems.

**8) Resolving Conflicts and Negotiating with Others --** Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

**9) Thinking Creatively** -- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.