



## Learning Specialist

### Job description

**Job title:** Learning Specialist - Student Support (Lower School)

**Revised:** January 2024

**FTE:** 1.0; **Classification:** Full time

**Reports to:** Lower School Division Head

#### Job Summary:

The learning specialist collaborates with all stakeholders of the French International school of Oregon to foster an inclusive learning environment for all students. They are part of the student support team at FI and have an essential role in ensuring a learning environment that promotes well-being and academic success of all students in the French National Educational Curriculum within the IB Primary Years Program framework.

#### Mission :

- The mission refers to the skills expected of a teacher holding the CAPPEI as defined by the [BO 10 to 11 March 2021](#) by the MEN in the appendix to this document.
- Screen, assess and support students who present or are likely to present learning difficulties as well as the identification of their needs and abilities.
- The design and implementation of educational programs aimed at correcting learning difficulties in terms of cognitive skills or competencies.
- Advise, support and train teachers and all other FI stakeholders, including parents.

#### Essential Responsibilities:

##### 1. The specialist teacher works in a specific professional context of an inclusive educational system:

- Participate in the development and implementation of an academic support plan (IEP) while respecting the educational and administrative frameworks, both at the level of the French International School and the State of Oregon, in partnership and collaboration with Maternelle and Middle School.
- Collaborate with other members of the teaching team to coordinate interventions, monitor and assess student progress.
- Advise management staff, write reports with expertise, report evaluations, assessments and progress of situations and make appropriate recommendations to support decision-making.
- Establish and maintain collaboration with partner organizations. Communicate with other relevant stakeholders to obtain or provide advice and information. Direct the student or their parents to resources appropriate to the situation and needs.

##### 2. The specialized teacher is an expert in analyzing specific educational needs and designing plans of support in response:

- Participate with the relevant teaching team (department, cycle, level, etc.) in the development and revision of the student's intervention plan (IEP) including, if necessary, an action plan.
- Participate with teachers in the development and implementation of strategies and projects aimed at helping students who present or are likely to present learning difficulties.
- Analyze, evaluate and monitor student progress.
- Design, develop and adapt materials according to the needs and abilities of the student. Choose the intervention methods according to needs (groups, individuals, in the classroom or outside).
- Prepare files and ensure they are updated according to the rules defined by FI policies and protocols.
- Write and update monitoring plans (IEP) as well as the results of interventions and evaluate them.



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#### **3. The specialist teacher acts as a resource for inclusive education in various situations:**

- Be knowledgeable of educational systems in general (National Education and host country), the field of special education and the schooling of students with special needs within the relevant legislation;
- Support and advise other school stakeholders and parents of students with learning difficulties; propose strategies to intervene with these students, guide them in the choice of attitudes and approaches to facilitate the learning process.
- Plan, organize and lead professional development activities.
- Advise and support school stakeholders regarding the inclusion of students into regular instruction and suggest means of intervention or activities appropriate to the student's situation.
- Ensure the liaison between departments for the follow-up of files with all stakeholders and parents.

#### **Knowledge and skills required:**

- Certification to teach the French national curriculum from France, or other francophone country recognized by French International, native level fluency in French,
- CAPPEI certification (or equivalence);
- 3 years international teaching experience
- Excellent computer skills (Google digital tools)

#### **Skills relevant to the position:**

- Management: Detail-oriented, organized, analytical, and solution-oriented
- Communication: Effective written and verbal skills for a professional school environment
- Collaboration: Team player to build on school goals and able to self-monitor and work independently
- Work ethic: Commitment to the French International mission, core values and guiding principles
- Development: Commitment to staying current with new technology, school sponsored or individual

#### **Physical Requirements:**

- Mobility sufficient to move about the campus and assure the safety of young children.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly in both written and verbal formats.

#### **Application conditions:**

- For any application, apply directly on the French International School website with a CV and cover letter (in French or English)
- Followed by two interviews with management staff and a specialized commission.