

Learning Support Services Coordinator

Schools

Cranbrook Kingswood Upper School is looking for a collaborative, organized, and empathetic learning specialist with experience supporting high school students with learning differences and academic accommodations. The Learning Support Services Coordinator creates an atmosphere of inclusion where students, parents, teachers, and staff from all backgrounds are welcomed and celebrated as we nurture student learning of all kinds. The Learning Coordinator discusses student learning with families on an ongoing basis, writes and renews accommodation plans, makes logistical arrangements for standardized testing for accommodated students, and facilitates requests for accommodations to testing agencies. The Learning Coordinator consults and trains teachers on best practices for learning and implementing academic accommodations and holds occasional study skills training sessions for students. A school steeped in both tradition and creation, Cranbrook Kingswood Upper School has both boarding and day students and is located on a beautiful 319-acre campus adorned with world renown art and architecture; it attracts global attention, students from around the world, and is an institution committed to celebrating the arts, artistic performance, and its diverse student population.

This position requires a Bachelor's Degree with a Master's Degree preferred. Five or more years of experience working in a high school setting supporting student learning is optimal. The candidate must be able to communicate effectively, both verbally and in writing, with students, parents, faculty, and administrators. The candidate will manage relationships and problem-solve tactfully with all community members. Interested candidates should submit a personal vitae that includes a completed Faculty Application, résumé, copies of undergraduate and graduate transcripts, statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email humanresources@cranbrook.edu. Our Faculty Application can be downloaded from the Employment page on our website at www.cranbrook.edu.