

Centennial Academy and College are independent, co-educational secondary and college schools dedicated to help students conquer the challenges of learning. Centennial is unique among independent schools. Our mission: together, we help students become autonomous and resilient learners through innovation and collaboration. Centennial shapes the environment, allowing all learners to thrive. Students graduate from Centennial feeling that no matter their learning styles or challenge may be – success is within reach.

We are currently seeking qualified candidates for the following position:

Learning Specialist - Centennial Academy

Centennial Academy's mission statement is that together, we help students become autonomous and resilient learners through innovation and collaboration. We are a school that accepts and embraces the diversity of learning in each child and we are committed to help each of them become successful life-long learners. Centennial was founded with the sole vision to become the preeminent school that empowers learners to conquer the challenges of learning.

Reports to: Director of Student Growth & Parent Collaboration Centennial Academy

Mandate: The Learning Specialist is responsible for providing services and support to students of the Academy to improve their academic functioning, regulate their behaviour, and develop autonomy. The Learning Specialist is a member of the Access Centre Team which is the central point for all students needing academic and behavioural support. The Learning Specialist duties include analyzing data to determine patterns that need to be addressed, assessing the needs of the students, implementing student success plans with the Student Success Team and monitoring progress routinely. This includes consistent tracking and follow-up with the students. The Learning Specialist is a key player in a very dynamic, innovative and nimble team.

Duties Include:

- Creating student profiles with the Student Success Team, based on assessments and determine a support plan;
- Meeting with students concerning behavior that affect their success both inside and outside of the classroom;
- Conferring with teachers and other school personnel to determine the students barriers to their overall success and engaging in collaborative problem solving to address the student's needs;
- Developing, monitoring and reviewing student success plans with the Student Success Team in consultation with the students and performing follow ups (conduct regular follow-up meetings with the students). These plans include academic and socio-emotional strategy-based supports;
- Supporting students academically throughout the school day as well as in the Homework Training program after school by adopting a coaching approach in order promote the development of effective learning behaviours;
- Building learning tools to support students
- Working with the Student Success Team to ensure that all critical data is gathered (late, absences, homework, discipline, marks < 65%). This data is used to prepare reports chronicling individual successes as well as trends for the students monitored or to proactively identify students' needs;
- Referring students to Student Success when Student Success Plans need to be re-visited and collaborating to ensure appropriate goals are set and achievable;
- Helping with workshops and activities for students to promote academic skills, positive socio-emotional development and self-awareness.

Key Competencies for Job Success

Communication:

Active Listening – Give full attention to what other people are saying; take time to understand the points being made, ask questions as appropriate, and not interrupting at inappropriate times.

Speaking – Talk to others to convey information effectively.

Social Perceptiveness – Is aware of others' reactions and understands why they react as they do.

Critical Thinking:

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Conflict Resolution:

Manage and address conflict that may arise from time to time with the students and other parties.

Collaborative:

Is collaborative, bringing together the constituents of the student's profile to plan and resolves matters to grow and develop students.

Team Player:

Is a member of the student success team and actively participates in developing strategy, monitoring results, and resolving issues faced by the students. Shares information that will help everyone interacting with the student and /or family while maintaining the level of confidentiality required by the situation.

Structured:

Is organized and procedural in dealing with matters. Uses key data to extract trends and proactively helps detect students requiring support. Keep adequate supporting documents to summarize matters upon request.

Other Skills Required:

Degree in educational psychology, counseling, orthopedagogy or a related field. Master's degree an asset.

Minimum 5 years of relevant, practical experience, or an equivalent combination of education and experience

Bilingual - excellent spelling and grammar skills in both English and French.

Computer experience in Microsoft Office and familiarity with computer databases

Superior interpersonal, organizational and communication skills with a variety of constituents

Ability to coordinate multiple tasks, short and long-term, simultaneously

Ability to work autonomously and concentrate in a constantly changing environment

Possess sound reasoning, a high degree of judgment and initiative

Maintain strict confidentiality and display a professional demeanor

Applications should be sent before Aug 11, 2017 to humanresources@centennial.gc.ca.

Only those applicants who are selected for an interview will be contacted.