



ST. PAUL ACADEMY
AND SUMMIT SCHOOL

**Learning Specialist, Lower School
St. Paul Academy and Summit School
St. Paul, MN August 2025**

About St. Paul Academy and Summit School:

St. Paul Academy and Summit School (SPA) is a coeducational, non-sectarian, college preparatory day school serving more than 920 students in kindergarten through grade 12. Our two campuses are located approximately a mile apart in St. Paul, Minnesota, serving Grades K-5 on our [Goodrich Campus](#) and Grades 6-12 on our [Randolph Campus](#). The school draws students from St. Paul, Minneapolis, and throughout the eastern and western suburbs.

Our [mission](#)—shaping the minds and the hearts of the people who will change the world—is a promise to our students and our families, and it pushes us to be thoughtful about everything we do. It inspires us to be our best and reminds us that we have the responsibility to respect the unique potential in every child. Our mission gives us purpose and represents our greatest aspirations and values. But most of all, it reflects our deep belief in the talents and capabilities of our students.



About the Lower School:

When you walk through the front doors of our [Lower School](#), you'll immediately feel just how special a place this is for students in Kindergarten through Grade 5. From the welcoming Living Room just inside the front door (often warmed by a cozy fire in the fireplace), to the bright and spacious classrooms and hallways adorned with student artwork, to the five acres of open green space just outside our back door, the Lower School is designed around the academic, social, and emotional needs of young children. Our culture is defined by our warm and welcoming community, our commitment to [diversity, equity, and inclusion](#), and our [innovative curriculum](#).



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Our small classes, 7:1 student/teacher ratio, and team-teaching model are the building blocks of the Lower School experience, along with the TOOLBOX social/emotional program, which gives both children and adults a common language for community values and problem-solving.

This is a 10.5 month, full-time administrative position. The Lower School Learning Specialist serves on the Lower School Leadership Team and is responsible for offering research-based academic student support and critical professional development around neurodiversity, executive functioning, and learning differences. The LS Learning Specialist reports to the LS Principal, in consultation with the Director of the Center for Learning and Teaching.

Essential Duties and Responsibilities:

- Serve on the Lower School Leadership Team, which provides both academic and operational leadership at the Goodrich Campus.
- Create and update student accommodation/learning plans with long-term goals and specific objectives for review by the Director of the Center for Learning and Teaching.
- Maintain confidential student records and keep accurate documentation of sessions, meetings, and assessments.
- Partner proactively with faculty and administration to support students and teachers in their efforts to advance students with different learning needs.
- Observe and evaluate individual students displaying academic difficulties and assess their learning strengths and challenges.
- Provide regular written student progress reports to the school and to parents with assessment results and recommendations of remedial programs for learning-related issues. Initiate and schedule parent conferences as needed.
- Provide direct support to students, parents, and faculty members in support of individual student learning plans.
- Recommend in-school and community resources for identified students in cooperation with the Center for Learning and Teaching.
- Coordinate and facilitate communication between student, family, school, and other involved professionals, e.g. psychologists, therapists, SPPS special education staff.
- Meet regularly with the Director of the Center for Learning and Teaching.
- Co-lead a student neurodiversity affinity group
- Be involved in the school community at large, e.g. assemblies, lunch, recess.
- Facilitate weekly Student Support Team meetings with the LS Principal, Asst. Principal, Counselor, and Dir. of Intercultural Life to discuss individual student’s learning needs and support.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
T 617.542.0260 · F 617.933.3426
search@carneysandoe.com · carneysandoe.com

- Deliver one-on-one or small-group instruction for reinforcement/support in literacy and math.
- Deliver classroom instruction (in collaboration with classroom teachers) as needed.
- Network with learning specialists at other independent schools.
- Pursue professional development opportunities such as conferences and professional meetings in order to remain current.
- Assume responsibility for other projects as assigned by the LS Principal.

Requirements:

- Bachelor’s degree in Special Education or a related field; graduate degree preferred, with supervised experiences and coursework in childhood and adolescent development
- Demonstrated leadership/previous administrative experience preferred
- 3+ years of teaching experience
- Knowledge of learning differences, psycho-educational tests, reports, and assistive technology
- Knowledge of administering and interpreting assessments and test results, academic achievement, and diagnostic testing
- Full understanding of differentiated instructional strategies
- Ability to establish a supportive and engaging environment for students
- Create developmentally appropriate curricula
- Ability to work collaboratively with parents/guardians
- Outstanding interpersonal and organizational skills
- Exceptional written and oral communication skills
- Detail-oriented, resourceful, and technologically savvy
- High-energy and enthusiastic about working in an academic atmosphere

Benefits:

Benefits include a comprehensive health insurance plan through HealthPartners, Nice healthcare (a free virtual and in person health plan), dental insurance, vision insurance, life and disability insurance, generous paid time off, and free lunch during the school year. The retirement plan is through TIAA and has a generous matching contribution. The School offers a robust program of professional development, career growth, and leadership opportunities. A sabbatical program is also available. Tuition remission is also available for children of employees as well as complimentary before and after school care.

Position Begins: August 2025

Status: 1.0 FTE, Exempt

Department: Lower School Instructional Support

Salary Range: \$55,000 - \$65, 000



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Interested and qualified candidates should email Justine Brown and Njeri Allen, the following materials as separate PDF documents:

- Current resume, including phone number and email address
- Cover letter stating interest in and qualifications for the position

Justine Brown: justine.brown@carneysandoe.com

Njeri Allen: njeri.allen@carneysandoe.com

Please do not contact the school directly.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com