



TK- 8 Learning Specialist

Part-Time Faculty Position, (0.6) | Start Date: August 11, 2026

About The Presentation School

The Presentation School is an independent TK–8 school located in Sonoma, California. As the only independent school in Sonoma, we offer a mission-driven, student-centered program grounded in strong relationships, academic excellence, and whole-child development.

At TPS, we cultivate curious learners by blending academic excellence with personal growth. Our values of love, learning, and leadership guide us in nurturing empathetic students who are prepared to face the future with confidence and integrity.

Our community is warm, collaborative, and deeply committed to supporting each child’s intellectual, social, and physical development.

Position Overview

We are seeking a dynamic and dedicated TK-8 Learning Specialist to join our educational team. In this role, you will serve as a vital resource for students, teachers, and families by providing specialized support in curriculum development, instructional strategies, and individualized student support plans. Your expertise will help foster an inclusive, engaging, and effective learning environment that promotes academic excellence and personal growth for all students. This position offers an exciting opportunity to influence educational outcomes through innovative teaching practices, behavioral support, and collaborative problem-solving.

The Learning Specialist works closely with school leadership, faculty, and program staff to strengthen student support systems and provide targeted learning support for students in a tiered response and approach. Following best practices for supporting learning differences in small groups and 1:1 intervention, the role includes coordinating standardized testing

accommodations, supporting admissions, and partnering across grade levels to ensure students are able to access the curriculum. The position also analyzes assessments and monitors student progress, while maintaining confidential records. Through classroom observations and consultation, the role supports faculty in implementing inclusive practices, while coordinating with outside specialists to ensure students are supported in the least restrictive, most effective learning environment. The Learning Specialist collaborates with teachers and families to build an understanding of students' diverse learning profiles.

Key Responsibilities:

Student Assessment & Evaluation

- Identify and support students with academic challenges using a tiered intervention approach
- Monitor student progress through formal and informal assessments, providing regular feedback to teachers and parents
- Refer students for psychological and educational evaluations when learning issues require a diagnosis or more information
- Analyze psychoeducational evaluations and communicate insights to inform instruction and accommodations
- Coordinate standardized testing accommodations

Family Engagement & Communication

- Support different learning profiles, recommending strategies and accommodations, and coordinating with outside specialists
- Collaborate with administration to support students and families in understanding learning challenges
- Communicate with teachers and families regarding student needs and progress

Faculty Collaboration & Support

- Collaborate with administration and faculty to support a diverse range of learners
- Consult with faculty on curriculum differentiation, accommodations, and inclusive classroom practices
- Partner with teachers to align academic, social, and emotional support
- Collaborate with classroom teachers to modify instructional materials for students with learning or developmental disabilities as needed
- Mentor teachers and staff on classroom management techniques, behavior management strategies, and inclusive teaching practices

Direct Student Support

- Provide remediation and targeted learning support to students
- Develop students' self-regulation, coping skills, and self-advocacy abilities, as needed

Program Development & Implementation

- Design and oversee Student Support Plans, ensuring compliance with legal requirements and best practices at Independent Schools
- Utilize learning technology tools and instructional design principles to enhance student engagement and learning outcomes

Administrative & Documentation

- Maintain confidential student records and documentation
- Support admissions activities, like enrollment and screenings

Qualifications:

Education & Credentials

- Bachelor's degree in special education, counseling, or related field required; Master's degree preferred
- Current certifications/licenses in the field, preferred

Experience

- Proven classroom experience with children TK through 8th grade in private or public school settings
- Experience supporting struggling learners and students with disabilities
- Experience with neurodiverse students and executive functioning support

Knowledge & Skills

- Strong knowledge of learning challenges (dyslexia, ADHD, autism, specific learning disabilities)
- Ability to provide remedial instruction in literacy, math, and writing using multisensory approaches in small group and 1:1 settings
- Proficiency in middle school mathematics through Algebra 1, preferred
- Ability to support social-emotional development (grades TK-8)
- Familiarity with learning technology platforms and digital instructional tools

Professional Qualities

- Excellent written/oral communication and organizational skills
- Strong cultural competency and commitment to equity and inclusion
- Ability to work effectively with diverse constituencies (staff, students, parents, community)
- Maintains confidentiality and professionalism by being punctual, efficient, and organized
- Receptive to feedback and able to advocate for learning programs

Requirements

- Cleared background check
 - TB test clearance
 - First Aid/CPR certification (or willingness to obtain)
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Schedule and Compensation

- Part-time (0.6), 24 hours per week, in-person, exempt position
- Faculty workday begins at 7:50 am (hours for this 0.6 position TBD)
- School located in Sonoma, CA (reliable commute required)

Salary will be commensurate with experience and qualifications.

Benefits

- Health, dental, and vision insurance
 - FSA and HSA available
 - Life insurance and long term disability coverage
 - 401(k) with employer matching
 - Professional development support
 - Tuition remission
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How to Apply

Please submit a cover letter and resume describing your interest in the position and relevant experience to our Dean of Students, Ms. Erin Donahue at edonahue@presentationschool.com

Please include “Learning Specialist” in the subject line.

No phone calls, please.

Equal Opportunity Statement

The Presentation School is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity or expression, genetic information, age, physical disability, mental disability, medical condition, religion, marital status, military or veteran status, or any other legally protected basis.