

## **Learning Specialist and Testing Accommodations Coordinator Rochelle Zell Jewish High School (SY 2025-2026)**

*FTE. 1.0*

### **Who We Are**

Located 25 miles northwest of downtown Chicago, Rochelle Zell Jewish High School is a private, co-educational high school. Our mission is to create a culture of academic excellence that inspires and prepares our students to think critically, achieve their full potential, and live Judaism as responsible and involved citizens in the modern world.

Rochelle Zell offers a college preparatory program that combines a rigorous general studies education with a comprehensive Jewish studies education. Small classes and individualized instruction help students find their own voice, solve problems creatively, cultivate respect for individual differences, and develop a deep dedication to learning. Rochelle Zell also offers a competitive athletic program, as well as numerous extracurricular activities and leadership opportunities. These opportunities pave the way for our students to matriculate into some of the best colleges and universities in the country and abroad.

Rochelle Zell opened its doors as Chicagoland Jewish High School (CJHS) in 2001 to 26 students and has continued to grow. Upon receiving a generous endowment from the Zell family, the school was renamed in honor of the Zell family matriarch, Rochelle Zell. Our current enrollment consists of 140 students drawn from over 20 communities in the Chicago area and beyond.

### **Who We're Seeking**

We are seeking a highly skilled, experienced learning specialist who possesses a special education endorsement. Applicants should have experience working one-on-one with students to provide warm and compassionate support around academic and executive functioning skills. Applicants should be skilled and experienced in evaluating IEP/504 and psychoeducational reports for the purposes of building learning plans for students with disabilities. Applicants preferably have knowledge and experience applying/appealing for standardized testing accommodations with the ACT and/or College Board. This is a unique opportunity to join a wonderful community of educators in support of our highly talented students.

### **Duties and Responsibilities**

As a member of the Student Services Team, you report directly to the Academic Dean. The following are your duties and responsibilities:

- Meet regularly with students on their caseload, primarily in 11<sup>th</sup> and 12<sup>th</sup> grade, to provide academic intervention (e.g. executive functioning coaching) and check-in support
- Work closely with partnered learning specialist(s) to read and evaluate incoming IEP/504 and psychoeducational reports both before and during admissions process
- Consult with the Director of Admissions and Recruitment to evaluate prospective student applications

- Write, edit, and update as needed incoming and/or pre-existing service plans
- Collaborate with faculty members to identify, develop, and support interventions to address student needs
- Guide students and parents through the standardized testing accommodations process for both the ACT and College Board (PSAT, SAT, & Advanced Placement) testing.
- Proctor standardized tests throughout the year, both during school hours and on select Sundays
- Partner with Testing Coordinator to ensure that students with accommodations are supported during standardized testing dates

**Contract Dates**

July 1, 2025 – June 30, 2026

**Compensation**

Based on degree and experience.