



# UPPER SCHOOL LEARNING SPECIALIST SEARCH

START DATE: AUGUST 2026

## POSITION OVERVIEW

**HACKLEY SCHOOL** seeks a dynamic, experienced and dedicated full-time Upper School Learning Specialist for the 2026-2027 school year.

The Upper School Learning Specialist will develop, implement and oversee academic support plans for students with diagnosed learning differences and/or those who are facing academic challenges, while also serving as a resource for Upper School teachers, deans, advisors, and families in the identification and coordination of appropriate learning and study support for students. As a member of the Support Services Department, the Learning Specialist will be integral to a team-based approach aimed at helping students understand themselves as learners, developing their academic skills while also fostering self-advocacy regarding their learning needs.

Candidates should have a passion for working with high school students and commitment to the academic, social, and emotional well-being of students; be willing to work collaboratively with all constituencies within the school community, be committed to their own professional learning and growth; and be interested in contributing to the extracurricular life at Hackley (which could include coaching, club advising, etc.). For this hire, Hackley seeks candidates well-suited to support student learning in math and science.

The Upper School Learning Specialist reports to the Director of Support Services and the Director of the Upper School.



## MISSION AND HISTORY

**HACKLEY SCHOOL** is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

*Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.*



## ROLE RESPONSIBILITIES

The Upper School Learning Specialist's responsibilities include, but are not limited to:

- Providing one-on-one support/instruction to identified students on a regularly scheduled basis to offer targeted support on such areas as time management, organization and executive functioning.
- Potentially teaching 1-2 sections of Upper School math classes.
- Serving on Support Services Committee to review psychoeducational testing and evaluations.
- Writing, implementing and monitoring education plans for students who qualify for academic accommodations.
- Supporting teachers with learning support and assessment accommodations.
- Communicating regularly with colleagues and families to discuss students' progress.
- Working with students with injuries or illnesses to provide temporary supports.
- Observing classes to understand pedagogy, curriculum and student learning.
- Engaging in professional growth responsibilities, keeping abreast of best practices in learning differences and neurodiversity.
- Working with other members of the Support Services Department to coordinate testing and logistics with standardized testing agencies for identified students.
- Offering administrative guidance and support to Hackley's inter-divisional Peer Tutoring program.

## QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. The Upper School Learning Specialist should possess:

- Master's degree (or higher graduate level degree), preferably in the area of special education or a related field.
- At least three to five years experience working with high school students.
- Experience teaching math to high school students.
- A comprehensive understanding of neuropsychological testing and cognitive development.
- Ability to collaborate professionally with students, colleagues and families.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach and a sense of humor.

## SALARY AND BENEFITS

The salary range for this 10-month faculty position is \$76,226-\$116,239, with experience informing a base salary as published in Hackley's faculty salary stage scale.

Hackley School offers a comprehensive benefits package which includes a medical, dental and vision package; sick and vacation time; life insurance, AD&D and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on-campus housing.

## HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).