



Title: Learning Specialist, grades preK-6

Status: Full Time

Reports to: Director of Learning Services

Classification: Full-Time, Exempt

Start Date: August 1, 2026

About Oak Hill:

Oak Hill School (www.oakhillschool.org) is a preK-6th coeducational, non-denominational independent school in Nashville, Tennessee. Founded in 1961, Oak Hill School provides a strong, child-centered academic program in a nurturing, Christian environment. Oak Hill School is committed to the intellectual, social, and spiritual growth of each of its 560 students.

Mission: It is the Oak Hill School mission to build character and integrity in a Christian environment for a lifetime of learning and service. This faculty member will join a nurturing, Christian community committed to the School's mission and vision for building a diverse and inclusive environment where all children learn, grow, and thrive.

Summary:

The Oak Hill School seeks a creative and collaborative learning specialist for prekindergarten through sixth-grade students.

Job-Related Responsibilities:

- Develop, modify, and deliver research-supported instruction and interventions for diverse learners
- Ignite a love of learning in our students for building confidence, enrichment, and advancement
- Maintain a flexible schedule based on the interests of students, teachers, and overall school needs
- Completed extensive training in Orton-Gillingham-based literacy instruction and proven experience in phonics-based reading instruction
- Comfortable with providing math support and enrichment at any grade level
- Support teachers with ongoing progress monitoring and assessment needs
- Ability to interpret and summarize diagnostic testing results (e.g., psychoeducational evaluations) for teachers in order to implement findings, recommendations, and accommodations
- Collaborate with and assist teachers in parent meetings
- Support families through referrals for any needs not met through school-based intervention
- Knowledgeable and comfortable in proctoring standardized testing with fidelity at any grade level, including testing during admissions cycles
- Maintain accurate records of students' progress and development

Professional Responsibilities:

- Nurture the social, emotional, and spiritual growth of each student
- Communicate clearly, promptly, and professionally with students, parents, co-workers, and administrators
- Learn and implement best instructional practices by actively taking part in professional development opportunities
- Actively participate as a member of the school community
- Be a positive advocate of the school, both internally and externally

Skills and Characteristics:

- A commitment to support the mission and vision of the school and be a part of building a diverse community that reflects God's love as expressed in the Christian tradition.

- A commitment to student-centered learning and a solid understanding of child development (academically, socially and emotionally) and pedagogical approaches aimed at deep and differentiated learning, combined with a passion for working with the elementary-aged child.
- An ability to work collaboratively with a positive spirit and sense of humor
- A growth mindset, as demonstrated by a willingness to take feedback, be reflective, and adapt as needed
- Excellent communication, organizational, and time management skills
- An enthusiasm for relationship building with students, colleagues, and parents
- An ability to maintain integrity and confidentiality of sensitive student/school information

Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A request for reasonable accommodations must be submitted to the HR department.

Work for this position will take place primarily in a classroom. The physical demands of this position include lifting or carrying up to 10 pounds often, up to 25 pounds regularly, and up to 50 pounds rarely; crawling rarely; climbing/balancing and kneeling intermittently; pushing/pulling and crouching regularly; reaching, sitting, walking, standing, bending, and stooping often. To perform this job the person must be able to talk, hear, stand, sit, and/or walk for extended periods of time; and must possess normal manual dexterity and hand-eye coordination. The position may require working in various environmental conditions, including hot, cold, or outdoor settings.

Nothing in this job description restricts the School's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the School's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned. Working in an elementary school requires a variety of job functions above and beyond the primary role addressed here. This job description is subject to change at any time.

Educational Background and Work Experience:

- Preferred Bachelor and Master's Degree in special education or related subject area with at least five+ years of experience in the classroom or related field