



ST. PAUL ACADEMY
AND SUMMIT SCHOOL

Learning Specialist, Middle and Upper School
St. Paul Academy and Summit School – St. Paul, MN
August 2025

SCHOOL PROFILE

St. Paul Academy and Summit School (SPA) is a coeducational, non-sectarian, college preparatory day school serving more than 900 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.

For additional information about the school’s curriculum, community, and culture, please visit our website at www.spa.edu.



ROLE DESCRIPTION

Status: 1.0 FTE, Exempt

Department: Instructional, MS/US (grades 6-12)

St. Paul Academy and Summit School seeks candidates for a Middle School/Upper School Learning Specialist. The ideal professional is someone who is innovative, collaborative, devoted to culturally competent learning and possesses a deep understanding of thinking differences. In a dynamic learning environment where children’s curiosity and creativity flourish there must be caring, interested, and highly skilled educators who know, understand, and appreciate the developmental journey of children overall, as well as each individual child.



Carney
Sandoe
& ASSOCIATES

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This is a full-time position beginning in 2025. This teaching position is an integral part of the Center for Learning and Teaching. The person in this position will report to the Director for the Center of Learning and Teaching. They will work with middle school students in Language Arts, who have mild to moderate dyslexia and support upper school students with executive functioning skills. A successful candidate should demonstrate the ability to establish a supportive and engaging student environment and work collaboratively with parents/guardians. They will possess excellent interpersonal and communication skills and have experience and a desire to work within diverse communities and across cultural differences. Candidates should thrive in and welcome an environment where life-long learning and the ongoing pursuit of seeking professional development in best practices are valued and expected.

REQUIRED EXPERIENCE

- Bachelor's degree in Special Education, or a related field; with supervised experiences and coursework in childhood and adolescent development. Experience in Gifted Education preferred but not required.
- Orton-Gillingham Associate level certification or the willingness to be trained; training will be funded by the school
- 3+ years of teaching experience with middle and high school aged students
- Experience working with students who have been diagnosed with dyslexia, learning disabilities, and/or ADHD
- High-energy and enthusiastic about working in an academic atmosphere
- Strong positive classroom management skills
- Strong technology skills and knowledge of assistive technology for students with language-based learning differences
- Strong report writing skills-ability to write informative (and diagnostic and proscriptive) student reports
- Experience with reading/writing workshop models preferred, but not required



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TO APPLY:

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

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

To Justine Brown (justine.brown@carneysandoe.com) or Njeri Allen (njeri.allen@carneysandoe.com). **Please do not contact the school directly.**



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