



**Heathwood Hall**  
THE EPISCOPAL SCHOOL FOR ALL

WHERE FUTURES BEGIN

## Education Specialist Part Time

**Position Summary:** *Educational Specialists* are experts in their field of study who are eager to impart their knowledge of strategies in learning upon individual students at the middle and upper school levels. Heathwood Hall Episcopal School is currently seeking candidates to assist with tutoring in the world languages, mathematics, writing and reading instruction for students with and without disabilities.

**Hours:** Flexible schedule between the hours of 7:30am - 4:00pm, Monday through Friday according to contracted students and their schedule.

### **Specific job skills**

The ideal candidate will:

- Have a thorough understanding of appropriate one on one instruction and strategies for learning in one or more subject areas.
- Be able to evaluate and document growth and skill development of students in a caseload.
- Effectively write and communicate academic and behavioral progress with teachers, parents and Director of the AAC.

### **INTERPERSONAL CONTACTS**

Contact with students, parents, employees and visitors. Some interactions may include confidential information.

### **Education and Experience**

- Bachelor's degree in Education, Mathematics, or Special Education
- Experience teaching in a classroom setting or one on one, small group instruction in an area of expertise.

### **Working Conditions**

- Primarily indoor tutoring in middle or upper school buildings.
- Outside travel between buildings may be required during the day.

**To apply for this position, please contact:**

**Suzy Parrott Madden**  
**Director of the Academic Achievement Center**  
**smadden@heathwood.org**

**No phone calls please**

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the school's endeavors.

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer.  
Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law.  
This position will require a Criminal Background Check.