



Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 • columbusacademy.org

Lower School Learning Specialist (long-term substitute)

Start Date: March 2026 • Apply online at columbusacademy.org/apply

About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



Our Mission

Columbus Academy — an independent, coeducational college preparatory school — enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

At a Glance

Founded: 1911
Enrollment: 1,162 students
Ages: 3YO–Grade 12
Students of Color: 48%
Total Tuition Assistance: \$4.8M

Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



Position Description

Columbus Academy seeks candidates for a possible opening as a full-time Lower School Learning Specialist.

The individual selected for this position will be expected to carry out the following responsibilities:

- Work in collaboration with other members of the Student Support Team and the lower school faculty to identify student learning needs and develop appropriate interventions and support plans
- Collaborate with classroom teachers to meet students' learning needs
- Provide expertise in developing strategies with faculty to implement in the classroom to support student learning
- Provide direct instruction to students identified with learning disabilities and/or significant executive function challenges in the resource room and in regular classroom settings
- Provide advocacy and accommodations for students with documented learning disabilities
- Write, update and implement individual student accommodation plans
- Use available technology to enhance the students' learning experiences
- Maintain effective record-keeping procedures
- Communicate with classroom teachers regarding student progress
- Demonstrate a commitment to continuous professional growth
- Provide periodic updates to parents about student progress, via both written reports and in-person conferences
- Work collaboratively and build relationships with students and faculty
- Attend and participate in weekly faculty meetings
- Assume a share of supervisory responsibilities expected of all lower school faculty members
- Hold students accountable for the school's standards of behavior
- Work with others in the school community to support each student's emotional well-being
- Assume a share of supervisory responsibilities expected of all lower school faculty members

Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree required; master's degree in education field preferred
- Licensure as an intervention specialist preferred
- Three or more years of teaching experience as a learning or intervention specialist
- Training and or credentialing in the Orton Gillingham approach
- Experience and training in working with students with learning disabilities and executive function challenges
- Knowledge of varied pedagogy and trends in instruction and curriculum design at the elementary level
- Ability to teach a full range of elementary school subjects and differentiate instruction
- Excellent oral and written communication skills
- Ability to work independently and manage multiple responsibilities simultaneously
- Strong organizational skills

Physical Conditions

Candidates must be able to manage the following conditions:

- An office environment within an academic setting
- Mobility around school buildings and on different floors
- Repetitive motion (use of a keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.
- A non-smoking campus

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

