



EDUCATIONAL AND READING SPECIALISTS

PART TIME: After school and evenings

ILD, Institute for Learning and Development, a professional, clinical and educational organization, is currently hiring educational therapists and reading specialists. ILD provides neuropsychological assessments, specialized one-to-one strategy instruction, and executive function coaching, as well as specialized reading, writing, and math instruction with learning and attentional differences.

ILD is looking for **two** educational specialists, one whose specialty is multi-sensory systematic instruction for **reading**, and one who has expertise in teaching students strategies across **middle/high school subject areas**.

Minimum qualifications include:

- * Experience teaching strategies to students with LD/ADHD/EF difficulties
- * For the reading position, certification in O-G, Wilson, or similar programs.
- * Experience working with schools and parents
- * Master's degree in special education or related fields

Benefits may include training in diagnostic assessment, professional development, research opportunities, and attendance at ResearchILD's Learning Differences and Executive Function Conferences.

Websites: www.ildlex.org and www.researchild.org

Please send *cover letter* as well as resume to Joan Steinberg, M.Ed. by email (jsteinberg@ildlex.org) or regular mail (ILD, 4 Militia Dr. Suite 20 Lexington, MA 02421).

Director of Educational Therapy: Joan Steinberg, M.Ed.

Director of Reading and Language: Wendy Stacey, M.S.

- * Job location is in Lexington, MA
- * Part time positions: Minimum of 2 weekday afternoons/evenings
- * Please note: Caseload will build gradually over time



THE INSTITUTES FOR LEARNING AND DEVELOPMENT

Part-time Position: Administrative Assistant/Receptionist

The Institutes for Learning and Development are dedicated to transforming the lives of students with learning and attention differences. We are looking for a motivated, reliable, and flexible "people person" to work in a stimulating and busy educational practice. This position as Administrative Assistant/Receptionist is available immediately, Monday-Thursday mornings.

Job responsibilities include: checking in clients, answering phones, general office work, and developing and implementing systems and procedures for our SMARTS online curriculum subscriptions for schools nationwide. Computer proficiency and strong organizational skills are essential. Office experience required.

Ideal Qualifications

- Interpersonal and communication skills
- Flexibility
- Organization skills
- Attention to details
- Ability to multi-task
- Ability to work and problem-solve independently and as part of a team
- Proficiency with databases and computer systems

Send resume to dkincaid@ildlex.org. For more information, contact Donna Kincaid at 781-861-3711.

For more information about our organizations, check out our websites:

www.ildlex.org

www.researchchild.org

www.smarts-ef.org