

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for almost 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population; those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn in the way suiting their needs. For many, HRS is the first place they experience success, confidence, pride, and a sense of belonging in school. And for parents, it is the first time they witness their student enjoying school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds, gender identities, learning styles, physical abilities, and sexual orientations.

## WHO YOU ARE

- You are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.
- You have excellent communication skills.
- You are highly organized and reliable.
- You possess the skills and knowledge to use Microsoft Office 365. Experience in other technology platforms is a plus.
- You take initiative, demonstrate flexibility, and possess a willingness to learn.
- You can work collaboratively and independently with various levels of a school environment.
- You love to innovate, connect with community, and build relationships.
- You have a desire and ability to work with children with learning differences.

**THE JOB**

**Position:** HRS Learning Center Coordinator  
**Department:** HRS Learning Center  
**Reports to:** Learning Center Director  
**Job Classification:** Hourly, Part-Time, On-Site (20-25 Hours per week)  
**Start Date:** January 2023

As the community outreach component of Hamlin Robinson School, the HRS Learning Center is a resource and services hub for students, families, educators, and global community members. The HRS Learning Center offers one-on-one tutoring in reading, writing, math, or executive functioning for HRS students and students from other educational settings (K-12). The role of the HRS Learning Center Coordinator is to:

- Coordinate and support on-site tutoring at the HRS Lower School and Middle School buildings, including management and maintenance of on-site tutoring spaces and materials
- Coordinate and support virtual tutoring through the HRS Learning Center
- Assist with the production, management, and communication of tutoring schedules
- Coordinate communication of student information, attendance notes, tutoring summaries, progress reports, and other information with students, families, tutors, and staff
- Assist with production and management of monthly tutoring agreements
- Assist with billing, payment management, and records management for Learning Center tutoring services
- Assist with management of student service plan records and documentation
- Assist with clerical/administrative tasks, as needed
- Assist with HRS Learning Center events, as needed
- Pass a criminal background check.

**HOW TO APPLY**

Please submit a Resume and Cover Letter to:

Edward Alvarran, Learning Center Director, He/Him

Hamlin Robinson School

Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "HRS Learning Center Coordinator" in the subject line.