



ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL

Job Opening: Part-Time Academic Support Specialist, 2026-27 School Year

St. Martin's-in-the-Field Episcopal School is an accredited, co-educational independent day school in Severna Park, MD, enrolling 240 students (Preschool-8th Grade). St. Martin's promotes a love of inquiry, a sustaining faith, a call to service, and a generous spirit open to new ideas. Our school encourages each individual to grow in Confidence, Compassion, and Character.

St. Martin's-in-the-Field Episcopal School is seeking a compassionate, collaborative, and student-centered educator to serve as a Part-Time Academic Support Specialist. This individual will support students in their area(s) of academic need while partnering closely with the school's Learning Specialist to create meaningful learning opportunities within the classroom setting.

Position: Part-Time Academic Support Specialist

Location: St. Martin's-in-the-Field Episcopal School, Severna Park, MD

Start Date: August 2026

Salary: \$30,000

Position Summary

The Academic Support Specialist will work collaboratively with classroom teachers, the guidance counselor, and families to help coordinate and implement student Learning Plans and academic accommodations. The ideal candidate understands the importance of teamwork, communication, flexibility, and confidentiality in supporting student success. This position reports to the Learning Specialist.

Responsibilities

- Provide targeted academic support to students who qualify for academic assistance
- Ensure learning accommodations are current, appropriate, and consistently implemented
- Assist the Learning Specialist in developing and communicating student Learning Plans with families and teachers
- Support communication between families, teachers, and relevant support personnel
- Assist with writing reports and maintaining documentation related to student support services
- Respect and maintain each student's privacy and the integrity of their Learning Plan
- Assist in interpreting student testing data and implementing appropriate accommodations
- Fulfill other duties as assigned, including lunch/recess or carpool responsibilities

Qualifications

- Background in education, special education, academic intervention, or related field preferred

CONFIDENCE · COMPASSION · CHARACTER

375-A Benfield Road, Severna Park, MD 21146 | 410.647.7055 | smartinsmd.org



ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL

- Strong collaboration and communication skills
- Ability to maintain confidentiality and professionalism
- Experience supporting diverse learning needs is preferred

Physical Requirements

The school campus includes multiple levels and does not have an elevator. Candidates must be physically able to:

- Use stairs throughout the day
- Lift and carry books, binders, and/or cartons
- Escort students between classrooms and the Learning Center

We are looking for an educator who values relationships, teamwork, and supporting the whole child within a nurturing school community.

How to Apply

Interested candidates should submit a cover letter, resume, and three professional references to jwilder@stmartinsmd.org. For more information about St. Martin's -in-the-Field Episcopal School and our programs, please visit <https://stmartinsmd.org/>.

Compensation

We offer a full range of benefits including health, dental, and vision, 403b, paid time off plus school holidays.

More About St. Martin's

Mission Statement: We seek to inspire in students a love of inquiry, a sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging each individual to grow in **Confidence, Compassion and Character**, grounded in the knowledge that each is a child of God.

Statement of Inclusion: We seek to embrace and promote diversity among our students, faculty, administration and trustees. Our learning community recognizes and respects the diversity of modern society; we provide our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. All students are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

Employment Philosophy: St. Martin's-in-the-Field Episcopal School is an equal opportunity employer. The School does not discriminate on the basis of race, national or ethnic origin, religion, gender,

CONFIDENCE · COMPASSION · CHARACTER



ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL

disability, or sexual orientation in the administration of its education programs, admission policies, employment practices, financial aid programs, or any other school programs or activities. St. Martin's is committed to an equitable program and a diverse faculty and student body. We actively seek candidates from diverse backgrounds.

CONFIDENCE · COMPASSION · CHARACTER

375-A Benfield Road, Severna Park, MD 21146 | 410.647.7055 | stmartinsmd.org