



Director of Academic Support Program

General Description: To provide visionary leadership in the development and management of the school's Student Support Program; to help advance the mission and vision of United Christian Academy

Reports to: Superintendent

Qualifications:

- Must be a born-again Christian.
- Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
- Must be able to support and comply with the school's Statement of Faith and Statement of Conduct.
- Must be a member of an evangelical, Bible-believing church.
- Must possess biblical knowledge and the ability to integrate Scripture into subject matters taught and implement a distinctly Christian philosophy into the ASP.
- Must have an understanding of and commitment to UC Academy's educational objectives and philosophy of education.
- Bachelor's degree in special education (Master's Degree Preferred) and be State or ACSI certified and have at least two (2) years classroom teaching experience.
- Demonstrates the ability to manage the performance of others to achieve results.
- Exhibits strong decision-making skills and displays a solid understanding of their scope of authority.
- Maintain knowledge of federal, state, and county special education guidelines.
- Communicate effectively with all school level principals and staff.
- Provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of special education services.
- Must have sufficient health and physical endurance to be able to complete the assigned responsibilities.
- Must have proficiency in operating Microsoft Word, Microsoft Excel, and iPad.
- Must have good verbal and written communication skills with proper command of the English language.
- Must be able to work well independently, manage time well, and handle multiple tasks.

Part 1: Personal and Spiritual Responsibilities

- 1.1 Display a personal decorum that models professionalism, modesty, and good taste
- 1.2 Model Christian virtues in attitude, speech, and action
 - Exhibit the fruit of the Spirit (Gal. 5:22,23)
 - Model and cultivate habits of prayer, faith, and encouragement
 - Commit and contribute to a local church

- 1.3 Maintain good attendance and physical endurance to fulfill job duties
- 1.4 Use professional office and phone etiquette appropriate for Christian school office
 - Show positive, cheerful attitude with parents, students, and staff
 - Show integrity in dealing with confidential information

Part 2: Administrative Responsibilities

- 2.1 Develop and implement a comprehensive program to assist parents and students with special learning needs.
- 2.2 Assist principals in assessing whether or not our program can meet the needs of new students with IEPs or possible learning needs desiring enrollment at UC Academy.
- 2.3 Ensure that students with learning needs are diagnosed/tested in appropriate and timely ways.
- 2.4 Create Student Accommodation Plans and assist principals and teachers in implementing them successfully.
- 2.5 Enlist the cooperation and assistance of special education agencies and local public school districts to assist UC Academy students with learning needs.
- 2.6 Ensure proper school representation at IEP/special education meetings.
- 2.7 Provide daily supervision of ASP teachers/staff.
- 2.8 Complete other duties as assigned by the Superintendent.

Position Description

10 months (198 days) yearly contract, renewable each year;

Summer hours: 25 days between June & July to meet and assess students with IEPs or suspected learning needs.

Federal holidays off

School holidays off (Christmas break, Easter break, Summer vacation, etc.)