



FIRST BAPTIST P O W E L L

Job Description

Job Title: Academic Support Director

Revision Date: 2/24/2022

Job Class: Academy PT Hourly

Exempt Status: Non-Exempt

Reports to: Lower School Principal

Summary:

We are looking for an Academic Support Director (ASD) to assist students who need accommodations in the classroom, such as oral testing, extra time on tests, tutoring, remedial help in certain skill areas, etc. The ASD will be responsible to help the classroom teacher write the ILP as well as an Academic Support Plan. This individual will be asked to meet with the parent, teacher, and administration to give feedback and update on academic progress of the students he/she serves. The goal of this position is to bolster student academics and to relieve the classroom teachers of these duties.

Specific Responsibilities:

- Assist Pre-K – 4th grade students who need accommodations in the classroom
- Work with students who need assistance with oral testing and/or taking extra time on tests
- Tutor students who need extra help understanding content areas (specifically in the areas of reading and math)
- Meet with students who have been identified as having significant learning challenges two times per week
- Meet with students who have been identified as having moderate learning challenges in small groups of 2-3 students two times per week
- Assist the classroom teachers with writing ILPs for individual students as well as an Academic Support Plan
- Meet with Parents, Teachers and Administration to give regular feedback on the academic progress of the students he/she serves
- Performs related duties, as assigned by Supervisor

Requirements:

- Demonstrated personal relationship with Jesus Christ and a passion to help others follow Jesus
- Special Education Degree and or equivalent experience in a special education setting (PREFERRED)
- Certification in Intervention and Instruction (PREFERRED)
- Strong understand of reading and math and be able to provide support for students struggling in these areas
- Strong interpersonal skills
- Highly motivated and energized individual with strong initiative
- An understanding of child development
- Experience working with children and students
- Ability to work with diverse curricular subject areas
- Ability to work well with others (including student, teachers, staff and parents)
- Excellent written and verbal communication skills

Conclusion:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct and amend the work of any employee under his/ her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for Academic Support Director. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date

Employee Printed Name