

PROVIDENCE CHRISTIAN ACADEMY

JOB DESCRIPTION

TITLE: Director of Selective Studies and Special Education (STEP Program)

EFFECTIVE DATE: June 2020

I. SUMMARY

The Director of Selective Studies (SS) and Special Education (STEP) is responsible for the administration of the SS and STEP department, including curriculum, enrollment, and staffing. The Director is responsible for staff development, hiring, evaluating and working with the SS and STEP teachers as well as other faculty. This role is the primary liaison between SS and STEP students and families and the Providence faculty. This is a 12 month position.

II. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS

- Graduate level certification in Special Education, Educational Psychology, or a related field.
- Prior experience in teaching or overseeing students with learning disabilities.
- State of Georgia and/or ACSI certification
- PC proficient
- Typing skills and word processing skills required
- Public relation skills that would promote positive relationships by using effective written, verbal and non-verbal communication skills.

III. FUNCTIONAL COMPETENCIES / JOB DUTIES

Policies and Procedures

- Establish and maintain written policies, guidelines and procedures as needed for the following areas: Registration, Admission Criteria, Classroom Accommodations, Current class lists
- Define, assign, and supervise work of Administrative Assistant

Student Support

- Assign each student to a Selective Studies or Special Education teacher
- Monitor progress of students
- Maintain students' accommodation plans, revise as needed
- Monitor the schedule and use of testing labs

Parent Support

- Communicate with parents regarding:
 - Trouble-shooting academic and emotional struggles of student
- Selective Studies and STEP Programs and Student Model of Support
 - Psycho-educational Evaluation process
 - Evaluation Summary and Treatment Plan (ES&TP)
 - Information about local workshops, conferences, support groups
- Attend Educational Support Team conferences when requested by teachers or parents

Teachers and Principals

- In conjunction with Principals, supervise and support Selective Studies and STEP teachers as well as Testing Lab Coordinators
- Consult with teachers when asked to help problem solve behavioral/emotional/academic issues with students, parents or teachers
- Consult with Principals and teachers about issues concerning students as they arise
- Train new teachers on the Selective Studies program during Pre-planning

Professional Development

- Incorporate research-based strategies, programs, curricula, materials, and ideas into the Selective Studies Program
- Provide opportunities for Selective Studies and STEP staff to attend professional conferences, workshops, and other school programs

Evaluation of Prospective Students

- Read and review all incoming Psycho-educational testing, IEPs, 504s, and supporting documents
- Answer phone and e-mail inquiries and questions about the programs year round
- Coordinate with appropriate faculty in processing admission information
- Communicate with affected Principal and Executive Team as needed

Evaluation of Current Students

- Gather and document teacher concerns, read Teacher Checklists, observe students
- Share feedback with parents & teacher
- Document action plans

Other Responsibilities

- Control expenditures and inflows to the current budget
- Maintain specific items of furniture specifically for the use of the Selective Studies classrooms, computers, laptops, software, books
- Update information on PCA website as needed
- Help lead efforts to expand the Selective Studies and STEP departments and services
- Maintain a referral list of psychologists, tutors, and therapist by outside professionals

IV. PROVIDENCE COMPETENCIES

- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.