

The Academic Support Instructor serves students Grades 7-12 with documented learning differences. Additionally, this position partners with our counseling team, faculty, and staff in serving students who are considered at-risk or in need of temporary accommodations in the classroom. This position reports directly to the Upper School Director of Academic Support.

Qualifications:

- Must be a mature evangelical Christian who agrees with the school's Statement of Faith and whose lifestyle is consistent with the school's Declaration of Moral Integrity.
- Must be a member in good standing of a local evangelical church.
- Must be able to articulate a deep understanding of a biblically informed philosophy of Christian education.
- Must possess strong communication and interpersonal skills.
- Must have a minimum of an earned Bachelor's degree with preference given to an earned Master's in Special Education from an accredited college/university with a minimum of 3 years of experience with student evaluations, developing specific intervention plans for parents, teachers and administration based on data collected from various sources, including school personnel, parents and outside professionals.
- Must have experience maintaining professional standards and problem resolution as needed.
- Must have an in-depth understanding of current research regarding learning differences, learning styles, best practices in supporting students with differences, and curriculum development and support in the school resource setting
- Should have demonstrated experience in working effectively on teams of Christian professionals in meeting high academic and spiritual standards and goals.

Primary Responsibilities:

- Supervise Academic Support classes and coordinate help sessions with teachers
- Manage Academic Support test proctoring
- Assist Academic Support Director in record keeping, maintaining files, and other administrative tasks

- Meet with parents, teachers, and other school personnel to discuss a plan of action for struggling students which may include assessments and screenings
- Make recommendations, suggest additional evaluations/referrals based on meetings and review of student needs
- Provide parents with outside and in-house resource service information
- Observe students as needed in classroom
- Track and monitor student progress in within Academic Support
- Develop, maintain, and update students' 504/Support Plans annually
- Develop a list of active tutors to share with parents upon request
- Attend Parent/Teacher conferences, when applicable
- Provide teaching support and training for Academic Support teachers
- Assist with in-service/teacher training, as needed
- Work with administrators and curriculum coordinators as needed to review curriculum needs, test scores, and overall student school program in terms of student support

Communication:

- Develop and ensure clear communication to and between parents, teachers, Director of Academic Support, and other school personnel regarding student progress
- Serve as a liaison between outside professionals and BCS
- Monitor and respond to emails and phone calls regarding program/students
- Meet/communicate with parents and staff as needed
- Communicate calendar and program information to parents and staff

Spiritual and Lifestyle Requirements:

Briarwood Christian employees are to conduct themselves in private and in public consistent with the doctrinal and lifestyle standards of Briarwood Presbyterian Church, Briarwood Christian School and as stated in church and school contracts, agreements, and handbooks and manuals.

Briarwood Christian School is a Christian ministry of Briarwood Presbyterian Church representing Jesus Christ throughout the local community. As a ministry of Briarwood Presbyterian Church, BCS employees are called to minister to students and parents. Because every subject is integrated with biblical truth, there is no secular/sacred division in the work that teachers and school staff perform. Consequently, Briarwood Christian School requires its employees to be born-again Christians who live their lives as Christian role models and to integrate biblical truth in everything they teach and do. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to live contentedly under authority.

Briarwood Christian School expects all of its employees and volunteers to model the same Christian values and lifestyle that it seeks to inculcate in its students. Employees must be able to declare (a) that they have not engaged in, (b) that they are not engaging in, (c) that they will not engage in, and d) that they will not condone or advocate in personal, teaching or professional standards during the term of their employment or volunteering: any marriage relationship, civil union, or other union replicating marriage, other than between one man and one woman, or inappropriate sexual conduct. Inappropriate conduct includes, **but is not limited to**, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, bisexual, transgender, questioning (one's gender or sexual orientation), other aberrant sexual activity or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. They must understand and agree that this position is firmly rooted in the inerrant and infallible Word of God as expressed in the Scriptures of the Old and New Testaments. Example applicable verses include but are not limited to Hebrews 13:4; Luke 6:40; Romans 1:21–27; Romans 10:9–10; I Timothy 4:12, and 1 Corinthians 6:9–20.