

**Reports to: Chief Academic Officer and Assistant Director of Academics**

**General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a teaching degree or a special education, reading, or language based degree (master's degree preferred) and hold current license.
4. Trained in a variety of academic support/intervention programs.
5. Minimum of three years' experience, including:
  - Reading and interpreting educational and psychological evaluations
  - Planning instructional interventions to differentiate to meet student needs
  - Writing and monitoring individualized academic plans, setting educational goals, and planning and evaluating student interventions and accommodations
6. Evidence of strong organizational, communication, interpersonal, and technological skills.

**Primary Responsibilities:**

The ideal candidate will:

1. Serve as a liaison between students, families, and faculty.
2. Effectively interpret psychological/educational evaluations.
3. Assess students' learning needs to determine effective educational interventions.
4. Conduct student observations to evaluate instructional needs and academic progress.
5. Implement student academic plans and conduct engaging small group instruction including interventions to support curriculum content. Also support necessary foundational skills, including executive functioning management, organizational skills, and crucial academic behaviors.
6. Partner with classroom teachers, guidance counselors, and support faculty to write measurable learning goals and objectives, implement student academic plans with student accommodations, and monitor student progress.
7. Communicate and collaborate regularly with faculty members, students, and families regarding student interventions, accommodations, learning needs, and academic growth.
8. Engage in professional development related to research-based instructional methods and maintain membership in a professional organization related to the field.
9. Uphold the mission of the school by holding students accountable for high academic achievement while providing the encouragement and feedback needed for student support.

**Personal and Professional Profile:**

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.