



MOUNT DORA CHRISTIAN ACADEMY

— Est 1945 —

OPEN POSITION: DIRECTOR OF ACADEMIC SUPPORT SERVICES

The Director of Academic Support Services reports to the Head of School. Their direct reports would be Academic coaches and tutors.

Major responsibilities:

1. Academic Support

- a. Serve as a member of the Senior Leadership Team (SLT)
- b. Serve as an advocate for students with diverse learning needs
- c. Work with the admissions committee to determine placement and support for students with diverse learning needs
- d. Oversee daily academic tutorial services, including supplemental instruction and testing accommodations
- e. Work with principals to ensure compliance with all student accommodation plans
- f. Collaborate with the secondary dean of academics, elementary principal, and preschool director to identify students at risk of failing or in need of support
- g. Schedule, train, and manage tutors
- h. Assist parents with securing outside services as appropriate

2. Professional Practices

- a. Provide professional development in best practices for providing equitable academic support
- b. Collect, analyze, and summarize data surrounding the effectiveness of the academic support center
- c. Budgeting
- d. Forecast and draft an annual budget to provide necessary resources, human and physical to support the academic needs of students

QUALIFICATIONS:

- Preference will be given to applicants who are members of a congregation of the Churches of Christ.
- Must be an active member of a local church, demonstrate a Christian lifestyle, and be able to sign and support the school's statement of faith and community covenant.
- A minimum of a four-year degree in education (Master's preferred) with extensive experience in special education or student support
- Must submit to a background check

SKILLS AND ABILITIES:

- Demonstrate a strong understanding of the range of student learning needs and multiple ways to support them
- Able to analyze complex student-related matters, draw conclusions, and propose courses of action
- Innovative, student-oriented, and results-driven
- Able to establish and maintain harmonious working relationships

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy
301 W. 13th Ave.
Mount Dora, FL 32757
Attn: Brooke Adams,
Director of Human Resources

or

brooke.adams@mdcacademy.org