



THE SUMMIT

COUNTRY DAY SCHOOL

Middle School Resources Program Coordinator

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer a coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcds.org.

Reporting to the Middle School Director, the **Middle School Resources Program Coordinator** works with students with special learning needs. This individual is responsible for monitoring student performance and providing the appropriate intervention and instruction for students under his/her care. This intervention may occur in the resources classroom or in other settings. This teacher ensures that students have access to an equitable educational experience through accommodations. The Summit does not modify its curriculum for students with special needs.

Responsibilities:

- Work collaboratively with administrators and faculty to ensure that students make progress on goals and meet performance indicators. Educate faculty through daily, informal interactions and more formal professional development.
- Provide individualized instruction to, and monitor the performance of, qualifying students for the support services offered in the Middle School.
- Collaborate with the School Psychologist to identify the appropriate support services and regularly evaluate the Middle School Resources Program to make sure it is meeting the needs of our students.
- Partner with faculty to differentiate instruction and support the development of executive functioning skills to effectively meet the individual needs of students.
- Provide classroom instruction that will focus on self-awareness and self-advocacy: *Who am I? How do I learn? How do I get the supports I need?* Classroom instruction will also concentrate on life skills such as organization and time management.
- Document and monitor student progress and achievement using assessment tools, monitoring through observations/evaluation and/or collecting data. Use student progress data to improve instruction. Provide periodic communication to parents about student performance.
- Seek out professional development opportunities to keep the program robust.
- Maintain learning profiles on all students with accommodations, whether they are in the resources program or not.
- Coordinate applications for accommodations on standardized testing as needed.
- Serve as a link to the Lower School and Upper School resources program.
- Manage grant money effectively and report program updates to donors.

Qualifications:

- Bachelor's degree in Education or a field of study related to special education, Master's preferred.
- License in Special Education preferred.
- Reading Specialist endorsement a plus.
- Orton Gillingham certification a plus.
- Comprehensive knowledge of the Special Education/Resources process, as well as experience in implementing all aspects of the IEP process
- Experience writing lesson plans to accommodate student needs.
- Proficient in MS Word, Excel, PowerPoint, and Outlook. Experience using Resource related software is a plus!