



EXECUTIVE FUNCTION COACH

Discovery Department

Florida Christian School (FCS) is seeking to fill the position of Executive Function Coach within the Discovery Department. This ten-month, full-time position serves upper elementary through secondary students and reports directly to the Director of Discovery & Student Support. The Executive Function Coach supports students in developing academic, organizational, and self-regulation skills through intentional coaching and implementation support, with a strong emphasis on biblical integration and social-emotional growth. This position focuses on improving student academic performance, executive functioning skills, and independence within a Christ-centered learning environment.

KEY RESPONSIBILITIES

Student Support and Coaching

- Create individualized SMART goals and assist students in planning their weekly academic and organizational schedules.
- Use designated coaching methods to teach and implement the Executive Function Skill of the Week.
- Provide academic implementation support to help students meet weekly goals and maintain academic progress.
- Conduct regular data chats and student reflections using rubrics, progress reports, and goal-tracking tools.
- Maintain anecdotal records for each coaching and academic implementation session.

Data Analysis and Documentation

- Conduct data analysis and create measurable goal reports for students.
- Administer and analyze CEFI assessments (1–2 times per year) and communicate findings with students and parents.
- Create, update, and monitor Student Educational Plans (SEPs) as needed.
- Thoroughly review, upload, and maintain incoming evaluations, physician statements, and student documentation.
- Process and maintain all required documentation for assigned students across SharePoint, paper files, RenWeb, etc.

Collaboration and Communication

- Maintain consistent student and parent communication
- Document all notable communication in RenWeb and respond to communication within 24 hours.
- Schedule and participate in meetings with administration, parents, teachers, and support staff as necessary.
- Initiate teacher communication regarding student needs and provide updates on new Discovery program enrollments.

PUSH-IN Support

- Assist teachers with the implementation of accommodations for IGNITE students.
- Support differentiated instruction
- Assist with classroom management to support student engagement and effective instruction.

- Provide in-class support and strategies for teachers serving Discovery students.
- Communicate in-class concerns regarding in-program students to appropriate Discovery providers and director

Professional Responsibilities

- Enter weekly grades using rubrics for applicable students.
- Maintain accurate hard-copy and digital student files.
- Collaborate with Discovery leadership to maintain the Discovery Database.
- Participate in continuing education courses and professional development for self and faculty.
- Proctor PSAT/SAT testing as needed.
- Attend required FCS events, meetings, and trainings throughout the year.
- Perform additional duties as assigned by the Director of Discovery & Student Support.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

EDUCATION AND QUALIFICATIONS

- Bachelor's degree required (Education, ESE, or related field preferred).
 - Experience working with executive functioning or student support services preferred.
 - Knowledge of educational evaluations, accommodations, and progress monitoring.
 - Strong organizational, documentation, and time-management skills.
 - Ability to manage multiple student caseloads and meet deadlines.
 - Proficient in Office 365, SharePoint, RenWeb, Adobe, and educational assessment tools.
 - Ability to physically move about the school building and work environment.
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IDEAL PERSONAL PROFILE

- Must profess faith in Christ as Lord and Savior, fully embrace FCS's mission and vision, and demonstrate a heart for Christian education.
 - Strong work ethic combined with a high level of personal and professional integrity.
 - Strong interpersonal and communication (verbal and written) skills.
 - Detail-oriented team player with a strong emotional quotient and collaborative mindset.
 - Reliable individual who consistently follows through on commitments.
 - Servant leadership approach in working with students, families, faculty, administrators, and staff.
 - Displays a high standard of honesty, integrity, and confidentiality in all interactions.
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BENEFITS

- Salary commensurate with experience.
- 100% tuition assistance for children of FCS employees (tax-free benefit).
- Section 125 Health Insurance Plan.
- 403(b) Retirement Plan.
- Life Insurance.
- Vacation, holidays, and PTO.

Applicants interested in applying for this position should submit their resume via email to: hr@floridachristian.org