



THE KING'S ACADEMY

Job Title: Academic Support Specialist
Job Status: Full-Time, 11 months
Exempt Status: Exempt
Department: Academic Support Center
Reports to: Director of Curriculum & Instruction

Job Summary

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for an Academic Support Specialist who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of the Academic Support Specialist is to work with students who have documented learning differences. The ASC Specialist will work with the student, their parents, teachers, admissions staff, and the Principals to advocate for the students' academic needs.

Essential Job Functions

Regular Activities

- Mentor a group of students by meeting daily as part of the school's home group program
- Collaborate with teachers, parents, and administrators to develop and implement effective service plans with targeted accommodations
- Maintain student documentation and attend all student evaluation meetings
- Create and distribute learning differences spreadsheets, as a quick reference guide, to teachers, administrators, and counselors
- Work with Registrar and CAC to schedule classes for students with accommodations
- Coordinate and communicate Shepherding Program progress with students, parents, and teachers.
- Co-teach 1 class during the school day (eg study skills)
- Maintain accurate and up-to-date service plans as well as records of student progress, performance, accommodations, and achievements, adjusting support strategies as needed
- Proctor SAT/PSAT accommodated rooms, mock AP exams, and up to 4 accommodated AP exams during the workday (up to 5:30 pm)
 - Proctor up to 4 evenings (past 5:30 pm) and/or weekend exams per year (paid stipend)
- Interview prospective applicants
- Conduct classroom observations
- Maintain a current Tutoring Resource list and Educational Assessment List
- Present best practices and current research in special education to teachers and parents
- Participate in SELPA annual meetings
- Conduct interviews and review all prospective students' assessments for admission to TKA
- Review all prospective students' educational assessments for Admission to TKA
- Coordinate accommodations with the College Board for PSAT/SAT and AP classes
- Oversee end-of-semester final exams for LD students
- Attend all student evaluation meetings and maintain comprehensive student documentation

Qualifications

Education and Experience

- Bachelor's degree required

- 4+ years of special education experience required

Skills and Abilities

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office and Google Suite
- Ability to learn new computer software systems

Core Characteristics

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **Mid August-Early June, Monday-Friday from 7:30 am to 4:00 pm**
 - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
 - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.
 - You will receive 22 days off during the summer

Salary & Benefits

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** ASC Specialist
- **Pay Grid Range:** \$82,826-\$109,113
 - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.