

## Job Posting: Director of Academic Support and Accommodations

Position Type: Full-Time

Reports To: Head of School

Department: Student Support Services

Start Date: July 1, 2026

### **About the Role**

Bishop England High School, a Catholic high school within the Diocese of Charleston, seeks a dedicated and mission-aligned Director of Academic Support and Accommodations. This position is responsible for leading a comprehensive program that serves students with documented learning differences, ensuring appropriate accommodations, academic support, and the development of student self-advocacy.

The Director plays a vital role in advancing the mission of Catholic education by fostering an inclusive academic environment that recognizes the God-given dignity of each student while upholding the school's standards of excellence.

### **Key Responsibilities**

#### *Student Support & Program Leadership*

- Serve as the school's Learning Specialist and lead the Academic Support Program in alignment with diocesan expectations.
- Develop, implement, and monitor individualized Student Support Plans (school equivalent of 504 plans).
- Provide direct support to students through executive functioning coaching, study skills instruction, and goal setting.
- Oversee Learning Lab and related academic support services.

#### *Accommodations & Compliance*

- Coordinate and ensure the consistent implementation of accommodations across all academic settings.
- Review psychoeducational evaluations and medical documentation to determine appropriate accommodations.
- Coordinate accommodations for classroom assessments and standardized testing (e.g., SAT, ACT, AP).
- Maintain compliance with applicable policies governing Catholic and private school education.
- Ensure all student records are accurate, secure, and confidential.

### *Collaboration & Communication*

- Serve as a liaison among students, parents/guardians, faculty, counselors, and administration.
- Communicate regularly with families regarding student progress and support strategies.
- Collaborate with faculty to implement effective accommodations and instructional supports.
- Assist families in navigating available school-based and external support services.

### *Faculty Support & Formation*

- Provide professional development for faculty on differentiated instruction and inclusive practices.
- Support teachers in understanding and implementing student support plans with fidelity.
- Promote a culture of shared responsibility for student success consistent with Catholic educational values.

### *Assessment & Data-Informed Practice*

- Interpret psychoeducational evaluations and translate findings into actionable strategies.
- Monitor and evaluate the effectiveness of student support plans.
- Make referrals for additional evaluation or services when appropriate.

### *Mission Integration*

- Support and uphold the philosophy, mission, and teachings of the Catholic Church.
- Model Gospel values in all interactions with students, families, and colleagues.
- Contribute to the spiritual, moral, and academic formation of students.
- Participate in school and diocesan faith formation opportunities as appropriate.

## **Qualifications**

### *Required*

- Bachelor's degree in Special Education, Educational Psychology, Counseling, or a related field.
- Experience working with high school students and learning differences.
- Demonstrated ability to interpret psychoeducational evaluations and manage accommodation plans.

- Practicing Catholic in good standing, or willingness to support the mission of Catholic education (per diocesan expectations).

### *Preferred*

- Master's degree in a related field.
- Experience in a Catholic school setting.
- Background in both special education and general education instruction.

### *Skills*

- Strong organizational and case management abilities.
- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with faculty, families, and administration.
- Knowledge of differentiated instruction and inclusive practices.
- High level of professionalism, discretion, and integrity.

### **Work Environment**

- School-based setting with occasional evening commitments (e.g., parent conferences, school events).
- Active collaboration within a faith-centered educational community.

### **Compensation & Benefits**

- Salary commensurate with experience and in accordance with diocesan pay scales.
- Comprehensive benefits package, including health insurance, retirement plan, and professional development opportunities.

### **Application Process**

Interested candidates should submit the following materials:

- Resume
- Cover letter
- Professional references

Applications will be reviewed on a rolling basis until the position is filled.