THE SUMMIT
COUNTRY DAY SCHOOL

Academic Services 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 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.

The **Academic Services Coordinator** is responsible for coordinating and integrating systems that promote academic success for students in grades 1–8 at The Summit Country Day School. This role collaborates closely with learning specialists, resource program teachers, academic support teachers, division leaders, and other student support personnel to identify student needs, coordinate interventions, and ensure appropriate academic supports and accommodations are provided. The Coordinator oversees grades 1-8 assessment processes, including benchmark testing, accommodations, and the use of assessment data to inform student support decisions. The Coordinator also develops and maintains academic support policies and processes and collaborates with families and external providers to ensure that the unique learning needs of students are addressed with care, consistency, and professionalism.

Areas of Responsibility:

Academic Support

- Lead collaboration efforts for a team of learning specialists, resource program teachers, and academic support teachers across grades 1-8.
- Facilitate alignment meetings with learning specialists, resources teachers, and academic support teachers across the middle and lower divisions.
- Develop and implement an MTSS for grades 1-8.
- Establish, oversee, and communicate the system for identifying students with academic support needs through internal referrals, academic data collection, and MTSS/RTI review.
- Review student performance at each grading period and make recommendations for support services as needed.

- Develop intervention tracking system, collect data, and submit referrals to Cincinnati Public Schools/Child Find for educational evaluations.
- Support families obtaining school-based evaluations or evaluations through external providers.
- Establish and maintain relationships with outside providers and coordinate communication and services with discretion and professionalism.
- Review psychoeducational and neuropsychological evaluations and translate findings into appropriate school-based supports.
- Coordinate and align academic intervention programs across divisions.
- Coordinate the logistics for interventions delivered by external providers.
- Lead the academic support team efforts in the development of Reading Improvement plans for students who are off track in achieving the third grade reading guarantee.
- Collaborate with admissions personnel to review prospective candidate files that have a demonstrated need for academic support services to determine what services may be provided.
- Collaborate with Montessori faculty and staff to ensure a smooth transition for students needing academic support.

Assessments and Data

- Develop and maintain an annual assessment calendar for standardized assessments and mid-term and final exams in grades 7-8.
- Serve as the testing coordinator for grades 1-8 benchmark assessments (MAP).
    - Determine annual test dates and coordinate administration.
    - Train faculty as needed to facilitate assessment.
    - Determine and coordinate student accommodations.
    - Share student reports with families.
    - Provide training and support for reviewing reports with faculty.
    - Review testing data with school-based teams to identify students in need of specific support services.
- Maintain data records of student testing.

Academic Operations

- Coordinate trimester/semester dates and report card timelines.
- Provide student data to inform academic honors, awards, and recognition programs.
- Review and update academic policies in partnership with the Educational Team.

Accommodations

- Develop Individualized Accommodation Plans and oversee the process for annual reviews.
- Collaborate with division directors and faculty to ensure accommodations are consistently applied in classrooms and assessment settings.
- Process necessary paperwork for HSPT accommodations.
- Coordinate accommodations for internal testing, such as grades 7 and 8 final assessments.

Other

- Lead collaboration efforts and develop referral process with outside providers, including speech-language therapists and occupational therapists.
- Develop and oversee the school's Tutoring Policy.
- Partner with learning specialists, resource program teachers, and academic support teachers to offer professional development to faculty and parent education around neurodiversity and learning differences.
- Attend and participate in Department Leader meetings.
- Ensure compliance with all applicable federal and state laws (e.g., ADA, Section 504) and maintain accurate and confidential records of intervention services.
- Assumes additional responsibilities as needed to support the mission, goals, and effective operation of the school.

Qualifications:

- Degree in education, school psychology, counseling, special education, social work, or a related field, Master's preferred.
- Strong understanding of child and adolescent development, academic accommodations, MTSS, interventions, and school-based evaluation process.
- Demonstrated leadership in a school setting preferred.
- Excellent communication, collaboration, and organizational skills.
- Commitment to The Summit's mission and Catholic identity, and to the development of the whole child.