



Founded 1957

Director of The Learning Center and Literacy Learning Specialist

Central Christian School is seeking a Christ filled, innovative and passionate individual to serve our school as a our Director of The Learning Center and Literacy Learning Specialist. This individual will be responsible for supporting academic student success to a broad range of learners and working collaboratively with teachers and parents.

Job Responsibilities

- Oversees the performance of staff members who report to this position.
- Demonstrate understanding and application of tiered models of student support.
- Create processes that facilitate student advocacy for their learning needs.
- Educate faculty on how to better understand outside evaluation results, student profiles, individual plans, and the inextricable link between cognitive and social/emotional development.
- Partner with parents to understand specific learning profiles and promote opportunities for individual student growth.
- Support student development into strategic and self-aware learners.
- Design and implement an effective Individualized Learning Plan for students in the Learning Center Support Program based on each student's individualized psycho-educational testing report (Refer testing to qualified MO State Licensed Diagnosticians)
- Support the development of academic accommodations and modifications for students with identified learning needs- both in the classroom as well as through standardized test processes
- Coaching students to understand and articulate their learning profile and need for accommodations
- Coaching students to advocate for themselves
- Collaborates with staff, administrators, instructional staff, other school personnel, parents/legal guardians for the purpose of improving the overall quality of student achievement.
- Facilitate small group, and one-on-one literacy instruction
- Monitors student progress and adjusts instruction accordingly.
- Uses co-teaching methods, when needed, within classrooms
- Developing and implementing plans for executive functioning support
- Work with classroom teachers in developing schedules and placing students in appropriate pull out classes in the program

- Proctor classroom and standardized assessments to students and provide staff with training for proctoring students with disabilities
- Serve as a member of the School's leadership team (Academic Council)
- Assume leadership role in facilitating a CARE Team meeting with classroom teachers, administration, and parents of students needing academic intervention
- Maintain organized, up-to-date records and provide informative reports at regularly scheduled Parent-Teacher Conferences and annual ISP/22:6 Meetings
- Facilitates and supports ongoing professional learning of staff members through coaching and feedback.
- Provides leadership and direction to all staff within area of Literacy.
- Assist in the Admissions process to ensure prospective students with learning disabilities can assimilate and thrive in the school
- Planning and attending 5th grade retreat
- Performs other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Knowledge of child development, learning and behavior
- Skill in critical thinking and planning
- Calm and patient demeanor with students
- Exhibits a professional manner and a positive attitude
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively
- Ability to receive feedback and make adjustments in response to the feedback
- Displays a significant degree of professionalism and confidentiality

Minimum Qualifications:

- Bachelor's degree in Special Education