



**Director of Academic Support
Norfolk Christian Schools**

The NCS Mission Statement:

“It is the Mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ’s Ambassadors in the world.”

In keeping with the above mission, the goal of the Academic Support/ExL Program is to meet the needs of all students enrolled at NCS by using a multi-tiered system of support. This allows us to reach students with a wide range of academic and intellectual abilities and to meet the individual learning needs of each. To accomplish these goals, The Director of Academic Support/ExL Program reports to the Head of School who evaluates his/her performance regularly and annually.

Job Description:

- Lead the Academic Support/ExL Program across all campuses
- Collaborate with campus directors and other staff members to support a wide range of student learning needs
- Represent the program at Executive Team
- Oversee ExL Staff across all campuses
- Lead weekly ExL Team meetings
- Participate in the Admission process
- Manage the Referral Process
- Review psychoeducational evaluations and ensure testing is current
- Create and manage Learning Profiles that document educational accommodations
- Manage the ExL Budget
- Oversee and track school wide and programmatic data
- Plan appropriate PD and community events
- Develop and maintain community partnerships
- Communicate with and provide support to families
- Communicate with and provide support to teachers

Requirements:

- A Virginia State teaching license in Special Education
- Knowledge of and experience working with students with Specific Learning Disabilities, ADHD, and Autism Spectrum Disorder and other Learning Differences
- Excellent written and verbal communication skills
- Excellent collaboration and problem-solving skills
- Proficient in data taking and record keeping
- Knowledge of inclusive practices
- Experience leading a team and supervising teachers and paraeducators
- Experience managing a departmental budget