

**JOB AVAILABLE:**  January 2019

**POSITION TITLE:** Director of Academic Support

**REPORTS TO:** Principal

**SUPERVISORY RESPONSIBLITIES:**

* Academic Support Center Teacher(s)
* Personal counselors

# GENERAL SUMMARY:

The key academic leader:

* Utilizes all resources to assure success for all students.
* Understands and remains current on the evolving research and practices which support students to succeed and thrive at a top-tier, college preparatory, all-girl Catholic high school
* Leads and collaborates with the St. Mary’s Academy Counseling Department and Learning Center to provide the academic and personal frameworks needed for all students to become successful learners
* Provides professional development to faculty that informs their understanding of learning differences, social/emotional health issues and how to integrate differentiated instructional strategies into their classroom practices

# DUTIES AND FUNCTIONS:

* Actively supports, models, and incorporates the school’s mission into daily activities as outlined in the St. Mary’s Academy Mission Statement.
* Demonstrates positive interactions and interpersonal relationships in dealing with fellow faculty and staff members, and the broader St. Mary’s community, so that productivity and positive relations are maximized
* Reports to work as scheduled and on time per school policy as stated in the Personnel Handbook
* Maintains confidentiality of all information related to students, staff and other SMA constituents and as appropriate or as directed
* Supports and contributes to effective safety and risk management efforts by adhering to established policies and procedures, maintaining a safe environment, promoting accident prevention and identifying and reporting potential liabilities and student safety issues

**MAIN RESPONSIBILITIES**

* Direct and Manage the Academic Support Center vision, outcomes, budget, facilities/resources and assist teacher(s)
* Advise, assist, support, and refer students to the Academic Support Center
* Referral or screening and understanding of Psychological/Educational and other necessary learning needs evaluations
* Actively involved in Admissions process and evaluation of applicants with identified/documented learning differences
* Develop and review personal/academic growth plans for each identified student
* Provide Professional Development for Faculty in most current teaching methodologies and learning styles
* Collaborate with classroom teachers to discuss specific learning styles and ensure implementation of accommodations
* Provide individual help as needed to achieve academic success in all courses
* Coordinate teacher/student communication, specifically: to ensure that teachers know their responsibilities in teaching students with unique needs and works with them to properly utilize the tools and accommodations for these students to succeed in their academic endeavors
* Collaborate with the Counseling Department
* Coordinate parent communication and meetings together with the assigned counselor
* Coordinate and instruct the Academic Support Classes and curriculum
* Provide and manage additional academic support services including: 1-to1 tutoring, small group tutoring sessions, supervised homework study groups for students
* Support and/or proctor exams when extended time or an “outside of classroom” setting is needed
* Coordinate and facilitate the requirements needed for any accommodations, including extended time, for standardized testing from the College Board and ACT
* Assist in researching support services for identified students at the college level
* Participate in annual forecasting and creation of a master schedule that equitably serves all students
* In collaboration with the Registrar and Counselors, approve schedule changes
* Oversee and coordinate A.P. testing
* Oversee Outdoor School Program

**QUALIFICATIONS**

* Compassionate leadership and commitment to student success
* Understands and is engaged by the education of girls and women
* Possesses superb organizational, management, and communication skills
* Is a person of faith and is dedicated to education in the Catholic faith and to modeling its values, such as dedication to the disadvantaged and active social justice volunteer engagement
* Has a record of innovative thinking and excellence in educational leadership
* Has experience at the secondary level; high school classroom experience preferred
* Commitment to professional development for self and others
* Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
* Ability to deal proactively and use thinking and reasoning to solve problems
* Listen to convey and understand the comments and questions of others
* Ability to effectively build relationships with co-workers to get along well with a variety of personalities and individuals
* Time management and organizational skills
* Effective communication skills with parents and students

**MINIMUM EDUCATION AND LICENSURE REQUIREMENTS:**

* + Masters of Education Degree or comparable
  + Experience in serving schools and students with diagnosed learning differences

St. Mary's Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

**TO APPLY:**

Qualified applicants may submit resume & cover letter to [personnel@stmaryspdx.org](mailto:personnel@stmaryspdx.org)