

Bradford Christian Academy Open Position

Academic Support Coordinator

About Bradford Christian Academy

Bradford Christian Academy's mission is to, "Inspire lives of character and service through college preparatory academics integrated with a Christian faith perspective in a community distinguished by grace." BCA highly values faith, inquiry, excellence, service, and diversity, and endeavors to nurture students to reach their full potential in their academic skills, spiritual growth, and extracurricular talents.

Position Responsibilities

Serving as an integral part of the school's academic leadership team, the academic support coordinator will work in the following areas:

- Work collaboratively with admissions to evaluate academic needs of applicants with IEPs, 504s, outside specialist evaluations, and/or potential learning needs identified during the application process.
- Create dynamic, individual academic support plans that will target the student's specific learning needs to enable them to access BCA's curriculum.
- Meet with parents/guardians to collaborate, educate, and advocate for their student's progress
- Remain up-to-date with special education policies, laws, and regulations ensuring school compliance as appropriate.
- Maintain and secure all academic support documentation.
- Attend IEP and/or 504 meetings with local public schools to advocate for student services.
- Oversee tutoring program including hiring and supervision of tutors, including ensuring regular progress reporting from tutors to parents and teachers.
- Help develop and manage academic support program budget.
- Support faculty by offering resources, assistance, advice, and training to enable faculty to better meet the needs of all students.
- Define, implement, and monitor a data-driven assessment system to properly level students and to track progress.
- Provide direct tutoring services to students in reading, writing, math, executive function and homework.
- Coordinate appropriate information sharing between the school and outside specialists.
- Pursue opportunities for professional development and growth as an educator.
- Participate in the school community throughout the school day and by attending extra-curricular events.
- Act as Christian role models for students to emulate.
- Affirm their agreement with Bradford Christian Academy's statement of faith (See BCA Teacher Handbook).
- Collaborate with the Bradford Christian Academy teaching community by working to grow and strengthen the school.
- Represent Bradford Christian Academy in a positive light in all spheres of influence.

Qualifications:

The Coordinator of Academic Support must hold a master's degree from an accredited college or university in education with a focus on special education, a Massachusetts teacher certification, and three or more years of experience coordinating academic support services. In addition, the coordinator of academic support must possess:

- Strong knowledge of literacy and math support and enrichment programs.
- Familiarity with legal responsibilities of independent schools as it relates to IEP and 504 plans.
- Ability to collaborate with faculty, staff, administration and parents.
- Strong advocacy for student success and inclusion
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, a love of students.

SALARY & BENEFITS

This position may be part- or full-time depending on the qualifications of the candidate. Salary is negotiable, commensurate with experience and/or qualifications. Starting date: August 16, 2021.

APPLICATION PROCEDURE

Mail or electronically submit

- a resume,
- cover letter,
- two professional references
- statement of a philosophy of Christian education to:

Victoria Kennedy

Head of School

Bradford Christian Academy

97 Oxford Avenue

Haverhill, MA 01835

e-mail: victoria.kennedy@bradfordchristianacademy.org

PLEASE NOTE THAT APPLICATIONS WILL NOT BE CONSIDERED UNLESS **ALL** APPLICATION MATERIALS ARE RECEIVED.