



ACADEMIC SUPPORT COORDINATOR – FAIRMOUNT & SPRUCE HILL CAMPUSES

POSITION DESCRIPTION

The City School is recruiting for the position of Academic Support Coordinator to serve at our Fairmount and Spruce Hill campuses. The Academic Support Coordinator is the key academic staff member for elementary students with dyslexia, dysgraphia or who would otherwise benefit from additional academic support in literacy and math. The Academic Support Coordinator reports directly to the two elementary principals.

KEY RESPONSIBILITIES

- Title I and Outside Resource Coordination – coordinates, schedules, supports and advocates for students currently or potentially eligible for Title I or other academic resources. Serves as the primary liaison with outside academic service providers.
- “Push In” Support – works in the classroom with students identified with dyslexia, dysgraphia or other academic support need in order to differentiate and support their time in the classroom setting.
- “Pull Out” Support – works directly with students outside of the classroom to provide additional instruction and support not feasible in a classroom setting
- Teacher coaching – lead faculty development in areas of differentiated instruction and pedagogy related to dyslexia and dysgraphia
- Data support – support data collection efforts for student assessment in RTI processes.
- Schoolwide academic planning – cultivate cross-campus alignment to strengthen the school mission to train minds, disciple hearts, and bring light to the city—one child at a time.

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

PERSONAL ATTRIBUTES & SKILLS

- Understanding of and commitment to urban Christian education
- Strong pedagogy demonstrated in student outcomes
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Excellent organizational, relationship-building, and communication skills
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Microsoft Office (Word, Excel)

EDUCATION & EXPERIENCE

- Wilson-certified; master’s degree preferred
- Significant classroom teacher experience

Contact (initial applications must include resume and cover letter):
Dionne Delaney, Office Manager – Fairmount, ddelaney@cityschool.org