

Ankeny Christian Academy Secondary Academic Support Strategist

Purpose of Position:

The Secondary Academic Support Strategist shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. A Secondary Academic Support Strategist is an educational professional who provides individualized support to small groups of students with special needs by offering additional instruction in the classrooms, addressing specific learning challenges through tailored strategies and differentiated materials, and collaborating closely with classroom teachers to ensure student success within the classroom. The intention of the Secondary Academic Support Strategist is to provide support for students to be academically successful at Ankeny Christian Academy.

Position

- **Full-time, School year**
- **Salaried, contracted employee**

Reports To: Secondary Principal
Evaluated By: Secondary Principal/Assistant Secondary Principal
Direct Reports: None

Requirements and Qualifications

- Bachelor's or higher degree from an accredited institution.
- Degree in Special Education (Strategist I) and/or a Reading Endorsement is preferred.
- Demonstrate knowledge of special education laws and regulations.
- Able to write 504 plans and Student Success Plans with appropriate interventions and progress monitoring tools.
- Excellent communication and interpersonal skills
- Able to work collaboratively with educators, support staff, and administrators
- Complete all teacher preparation program requirements: coursework and clinical experiences.

Spiritual Qualifications:

The Secondary Academic Support Strategist accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Secondary Academic Support Strategist believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Secondary Academic Support Strategist agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Secondary Academic Support Strategist agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

Secondary Academic Support Strategist Responsibilities and Expectations

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Motivate students to accept God's gift of salvation and help them grow in their faith through witness and Christian role modeling.
- Establishing and enforcing rules of behavior for students in the classroom
- Develop individualized 504 plans for students with disabilities and monitor their progress throughout the school year.
- Collaborate with classroom teachers, support staff, and administrators to ensure that students are receiving appropriate instruction and services.
- Provide instruction in specialized areas such as reading, math, and writing.
- Monitor and modify classroom instruction to ensure that students with special needs are receiving appropriate instruction.
- Provide direct instruction, tutoring, and instructional support to students with disabilities or special needs.
- Participate in 504 meetings and other required meetings.
- Prepare lessons, units and projects to complete learning objectives.
- Establish and communicate clear objectives for lessons, units and projects.
- Adapt teaching methods and materials to meet the interests and learning styles of students.
- Encourage students to explore learning opportunities and career paths.
- Create, assign, and grade various assessments for students, including tests, quizzes, essays and projects.
- Work with students one-on-one when they need extra help or attention.
- Track and evaluate student academic progress.
- Lead parent-teacher meetings.
- Maintain positive relationships with students, parents, coworkers and supervisors.
- Create a safe, respectful and inclusive classroom environment.
- Communicate regularly with parents.
- Help students improve study methods and habits.
- Administer tests to evaluate students' progress.
- Attend scheduled meetings and morning devotions.
- Monitor and coordinate homeroom and events pertaining to each homeroom.

JOB DESCRIPTION - Supplemental Functions

The Secondary Academic Support Strategist shall:

- Supervise extracurricular activities, organizations, and outings as assigned.
- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Support the broader program of the school by attending extracurricular activities when possible.
- Perform any other reasonable duties that may be assigned by the administration.

The Secondary Academic Support Strategist reports to the Secondary Principal. This position will be annually evaluated and approved by the Secondary Principal for continued employment.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING			x	
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.