

## Christ Presbyterian Academy Job Description

**POSITION PURPOSE: Implementation and Maintenance of Programs for students with needs**

**POSITION HELD BY:** Vacant

**SUPERVISES:** None

**DIRECT REPORT:** Anne Purdy, Dina Stevenson

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### **POSITION OUTCOMES/EXPECTATIONS:**

**I.** Writing, Coordinating and Implementing Individual Learning Plans

**II.** Resource Teaching of Phonics, Reading, and Math

**III.** Overseeing and Coordinating Differentiated Instruction for Gifted

**IV.** Coordinating of services for students at Risk

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### **QUALIFICATIONS AND REQUIREMENTS:**

#### Education

- Bachelor's Degree in Elementary Ed., Special Ed., or other language/reading related field

#### Experience

- 2 Years experience with multisensory phonics instruction; reading instruction , or language therapies preferred

#### Skills and Abilities

- Must have personal and professional skills that will enable one to work closely with teachers, students, and parents
- Ability to schedule and manage time
- Ability to teach in a variety of formats

#### Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.
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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an

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exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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### **SIGNATURES AND APPROVALS**

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Employee Signature

Date

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Administrator Signature

Date