



Director of Learner Services Job Description

Job Title: Director of Learner Services

Reports to: Academic Dean

Role: The Director of Learner Services oversees the Explore (Special Needs) program of the school and aids with overseeing the Excel (Gifted) program. The Director works with faculty and parents to meet the academic needs of exceptional students at CCA (Central Christian Academy). This role is designed to be a full-time, salaried position that serves 42 weeks per year (August 1 through June 15). Salary commensurate with education and experience.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with CCA's.
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, and lifestyle statement
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

Professional Responsibilities:

- Serve on the administrative leadership team and advocate for the needs of students with learning differences
- Recruit, interview, evaluate, and manage all Learner Services personnel.
- Develop the master schedule for all Learner Services faculty – in conjunction with classroom schedules, room availability, and specific needs
- Responsible for creating Learning Accommodation Plans (LAPs) and meeting with parents, faculty, and staff to implement those plans
- Oversee and approve training of all Learner Services employees
- Manage the Learner Services program budget
- Oversee billing for students and contracts for employees within the program
- Oversee test accommodations for standardized testing
- Aid with the implementation of the MTSS program
- Manage the procurement of services from public school or private sources for CCA students

Personal Requirements:

- Strong communication skills in both speech and writing

- Organizational skills to maintain clear goals and records
- Strong confidentiality in communications and personal information
- Ability to successfully collaborate with classroom teachers
- Ability to represent the school in a professional manner to its constituency and the general public

Education:

- Bachelor's or master's degree in education (Required)
- Bachelor's or master's degree in special education (Preferred)
- Certification or work experience in special education (Required)
- Classroom teaching experience (Preferred)
- Experience or training in MTSS, Alphabetic Phonics or Multisensory Math (Preferred)
- State licensure or ACSI (Association of Christian Schools International) certification* (Required)

**Temporary ACSI Certification can be achieved after hiring but must be in place by August 2024*

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry for a full day of school. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

Acknowledgement:

I acknowledge that I have read the job description and requirements for the Director of Learner Services position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Applicants: Please apply [here](#)