



QUALIFICATIONS

Personal

- Evidence of health: physical, emotional, spiritual
- Gracious, courteous, friendly, likeable
- Strong communication skills; both verbal and written
- Exercises wise judgment with the ability to prioritize
- A spirit of diligence, responsibility, promptness, organization, and attention to detail
- Self-motivated; strong work ethic
- Commitment to ongoing personal and professional growth
- Ability to maintain confidentiality
- A good sense of humor
- Team player

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- Strong knowledge of scripture
- Alignment with the school's statement of faith and core values
- If applicable, an exemplary spouse and parent

Professional

- Bachelor of Education minimal requirement; advanced degree preferred with experience in Special Education
- NILD certification or willingness to obtain certification
- Experience with coordination of standardized testing
- Possess the ability to conduct delicate conversations with parents/faculty/students when necessary
- Ability to forge healthy, appropriate relationships with students, parents, colleagues, and the community
- Proficiency in Google Drive and Documents, Brightspace, and Microsoft Office is required
- Ability to proofread documents for distribution
- Proficiency in creating and updating PDF documents
- Inspires excellence
- Exercises wise judgment

RESPONSIBLE TO

Upper School Principal

POSITION TERMS

12 months

Overall Job Description

The Director of Educational Services will work in conjunction with the LS and US Principals, MS Assistant Principal, and LS Academic Dean in the advancement of the mission of LCA

Educational Support Services

- Provide oversight and development of gifted student education PreK-12
- Provide oversight of remedial services offered in US
- Assist with the tutoring process by helping a student directly or finding a qualified student/adult tutor
- Provide oversight of US SST process: identification, testing, parent conferences, teacher training

Title II Dollars

- Responsible for completion of all necessary documentation and filing of the annual Title II funds application

Testing

Entrance

- Review prospective student applications for academic proficiency, conducting entrance testing where needed, making recommendations for admittance to the US Principal
- Coordinate for SB10 funds and students coming to LCA with those dollars
- Review educational psychological reports and build plans of action for admitted students

Standardized

- Provide oversight of ITBS, PSAT, SAT/ACT preparation and services at LCA by working alongside the College Admissions Advisor in annual execution
- Meet with teachers to review qualified student accommodations

Curriculum

- Work alongside the US Principal and US Department Heads in the development of curriculum and course offerings
- Coordinate current partnerships with Georgia Virtual and Dual Enrollment colleges.
- Research the expansion of an online Distance Learning program for grades 6-12 as well as the potential for the addition of a true special education program as part of the long-term development plan.