



THE SUMMIT

COUNTRY DAY SCHOOL

Resources Program Coordinator - Upper School

3/20/17

The Summit Country Day School seeks a **Resources Program Coordinator** to begin **IMMEDIATELY**. The Resources Program Coordinator is responsible for the planning, implementing and managing of the Resources Program. The Resources Program Coordinator ensures that students needing additional support and those with special needs receive the support necessary for academic success. This is a full-time academic year position and reports to the Upper School Director.

Qualifications: Candidates must display enthusiasm for The Summit's programs, be an excellent verbal and written communicator and a person who is able to interact positively with parents, faculty and staff regarding the educational, social and personal needs of students. He or she must be engaged in student life and work closely with the Upper School administration and faculty. He or she must be a critical thinker and problem solver, proficient in the use of technology to enhance instruction with students, have a belief in the power of collaboration and strive to build a collaborative culture with students, faculty, staff and families. A Bachelor's degree, current valid standard Ohio teaching certificate or license and demonstrated three to five years' experience working with teenagers who have learning challenges is required. Master's degree preferred.

Position Expectations: The individual selected to this position will be expected to carry out the following responsibilities:

- Supports and promotes the mission and strategic plan of The Summit Country Day School.
- Works cooperatively with other personnel and departments to ensure a welcoming environment for students, parents and visitors to the school.
- Available for assisting Resources students throughout the school day.
- Works cooperatively with Admission, faculty, guidance counselor, families, etc... in interpreting abilities and learning challenges of students.
- Attends the in-service for new teachers to acquaint them with the Resources Program.
- Maintains close contact with faculty in planning coursework support and testing modifications for Resource students.
- Develops and distributes to teachers a description of each student's learning challenge, strengths, limitations and accommodations that must be made in the regular classroom.
- Provides tutoring and coursework support for Resource students. This support is focused on providing and creating structures for student success. The goal is to equip the student

with the skills and tools to manage their learning challenges and advocate for their own success.

- Advocates for students when needed with faculty, parents and others to garner support and understanding of students.
- Holds students accountable to use their time in Resources efficiently and effectively.
- Provides regular updates and reports to the Upper School Director on student progress and issues.
- Facilitates professional development for faculty in better understanding the needs of students with learning challenges.
- Participates regularly in professional development to stay current in best instructional practices.
- Garner support for students utilizing volunteer tutors (peer tutors, parents, others).
- When needed, will coordinate with outside tutoring services per parent requests and agreements.
- Administers exams, tests and quizzes to Resource students and provides other necessary accommodations.
- Administers un-timed PSAT to juniors, un-timed SAT and ACT to juniors and seniors, un-timed Achievement Test(s) to seniors (if applicable), un-timed AP test(s) to juniors and seniors (if applicable) and in concert with the Guidance Counselor.
- Orders additional resources for the students per support needed.
- Consults with other schools and Admissions for admission of students into the Resource program.
- Assists in planning the schedules for incoming Resource freshmen along with the Upper School Director, Guidance Counselor and Academic Scheduler.
- Plans an orientation for the parents and students entering the Resources Program.
- Performs other duties as assigned by the Upper School Director or her/his designee.

The School: For more than a century, The Summit Country Day School has maintained a proud legacy of excellence in independent, Catholic education. We offer a superb coeducational learning experience to students from Montessori preschool through grade 12 from throughout the metropolitan Cincinnati area. A nationally recognized leader in character education, The Summit offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values.

To Apply: Interested and qualified candidates send cover letter, resume and salary requirement to: The Summit Country Day School, ATTN: Human Resources Director, 2161 Grandin Road Cincinnati, OH 45208 or submit via email: humanresources@summitcds.org

Deadline to Apply: Until filled

The Summit Country Day School is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status or any other status protected by law. We are committed to increasing the diversity of our faculty/staff. Qualified Members are encouraged to apply.