

NorthCreek CHURCH **Job Description**

Title	NorthCreek Academy Learning Assistance Program Director
Job Summary	The NorthCreek Academy (NCA) Learning Assistance Program (LAP) Director shall serve the ministry of NorthCreek Academy and Preschool (NCAP) by prayerfully overseeing all NCA LAP services and NCA LAP Staff and by providing individual intervention and remediation programs for identified 1st - 8th grade students experiencing challenges in the classroom, contributing to their development as mature, able, and responsible Christian men and women to the praise and glory of God.
Reports to	NCAP Administrator and Principal
Supervises	NCAP students
NCC Category	NCC Support Staff
NCAP Category	NCA LAP Staff and NCA Leadership Team
Last updated	8-10-15

I. Qualifications

- A. Must be a “born again” Christian who has received Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23) and who shall lead a separated life.
- B. Must be a person of true Christian character, experience and example, demonstrating Spirit led maturity, stability, integrity and dependability (1 Peter 5:3).
- C. Must have read and understood the Statement of Faith of NorthCreek Church and the Teaching Statement of NorthCreek Church (summary) and must agree not to teach or advocate a position that would be contrary to any of the elements in these statements.
- D. Must live by the Lifestyle Statement of NorthCreek Church as a condition for employment and continued employment in this ministry.
- E. Must accept and work within the philosophical parameters of the church as established by the Senior Pastor and the Board of Elders.
- F. Must faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- G. Must demonstrate a sense of God’s calling to the NCA ministry and be a person of spiritual maturity with academic and leadership abilities that allow him to “train up a child in the way he should go” as an extension of the home.
- H. Must hold a master’s degree in special education or a related field from an accredited postsecondary institution. Must hold or be qualified to hold ACSI certification and/or a teaching credential.
- I. Must possess wisdom, maturity, and leadership skills, such as are necessary to effectively supervise and evaluate staff and represent NCA in handling difficult and confidential problems, developing and enforcing policies and procedures, and interacting with all stakeholders and the public within the scope of job responsibilities.
- J. Must possess the necessary content mastery and instructional proficiency to achieve learning goals.
- K. Must be able to communicate effectively with all stakeholders and the public, demonstrating a command of English in written and oral communication.
- L. Must demonstrate computer literacy and technological proficiency, such as is necessary for communicating, record keeping, and integrating technology into instruction.
- M. Must meet the physical requirements necessary to perform the job.



NorthCreek_{CHURCH}

Job Description

- N. As determined by the NCAP Administrator and Principal, may evidence other adequate preparation, background, experience, or qualifications.

II. Relationships

- A. Must be responsible to the Lord Jesus as the Head of the Church (Eph. 1:20-23).
- B. Employed by NorthCreek Church to serve in the ministry of NorthCreek Academy.
- C. Contracted by the NCC Elder Board upon recommendation of the NCAP Administrator and Principal.
- D. Report to the NCAP Administrator and Principal.
- E. Collaborate with NCA Leadership Team and NCAP Teachers.
- F. Build and maintain a team relationship with other employees and a partnership with parents, and serve as a Christian role model for students and others.
- G. Supervise LAP Staff and NCAP students.

III. Spiritual Responsibilities

- A. Exemplify commitment to NCAP's ministry, mission, vision, core values, educational philosophy, and Expected School-wide Learning Results.
- B. Faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- C. Serve as a Christian role model in attitude, speech, and actions both on and off the job in a consistent daily walk with Jesus Christ.
- D. Model the disciplines of Christian life, including Scripture memorization and study, prayer, witnessing and unity in Christian fellowship.
- E. Utilize biblical principles, including the Matthew 18 principle, to resolve differences with students, parents, and other employees.
- F. Encourage students, parents, and staff in their spiritual growth as opportunities arise.
- G. Support the role of parents as those primarily responsible before God for their child's education.
- H. Demonstrate a commitment to the development of the whole child – spiritual, intellectual, physical, emotional, and social.



NorthCreek_{CHURCH}

Job Description

IV. Job Specific Responsibilities

The NCA LAP Director is responsible for both the NCA LAP Director Responsibilities and the NCA Learning Assistance Instructor Responsibilities.

NCA LAP Director Responsibilities

- A. Provide for the effective accomplishment of NCA LAP Staff's job responsibilities by overseeing the execution of all NCA LAP operations and by developing, enforcing, and communicating applicable policies and procedures.
- B. Support the quality of the NCA LAP Staff by participating in the hiring and review process and by providing ongoing staff training, supervision, and support.
- C. Demonstrate the wisdom, maturity, and grace to skillfully problem solve by addressing concerns and needs with all stakeholders and the public within the scope of job responsibilities and as directed by the NCAP Administrator and Principal. Appropriately refer issues when needed.
- D. Serve as a communication liaison between the NCA LAP Staff and other stakeholders.
- E. Utilize professional knowledge and discernment to identify students recommended for support services by responding to inquiries from classroom teachers, parents, and NCAP Administration.
- F. Identify recommended students' strengths, challenges, current interventions, and next steps by leading initial and ongoing effective Student Success Team (SST) meetings with teachers, NCAP Administration, parents, and/or students.
- G. Select, administer, score, and analyze appropriate educational assessments for referred students, preparing and sharing with parents a written report including recommendations for further action.
- H. Working with the LAP Staff, utilize assessment data and parent and teacher input to determine appropriate long- and short-term goals and to design individualized learning plans to meet established goals for all LAP students.
- I. Using relevant data and input, establish, monitor, and, as needed, modify effective student classroom accommodation and modification plans, communicating them to parents, teachers, NCAP Administration, and, as appropriate, students.
- J. Provide support to NCAP classroom teachers by conducting student observations, providing strategies and materials to address special needs, and participating in parent meetings.
- K. Utilize professional development and resources to support student learning and the Learning Assistance Program .
- L. Maintain complete and accurate confidential student record files, including assessments, progress reports, and work samples, in accord with professional guidelines.
- M. Coordinate individual and small group administration of standardized tests for students who qualify.
- N. Cultivate a program that evidences a biblical worldview and reflects an awareness of the Classical Christian philosophy and NCA ESLRs and Academic Standards.
- O. Maintain a referral file for support services outside the LAP, and provide this information to parents and teachers as needed.
- P. Support the success of students receiving services outside NCA by serving as a liaison both internally and with those providing services, as needed.
- Q. Support campus safety by assisting the NCAP Office Staff with appropriate action in critical areas such as emergencies, high risk student protocol, and injuries and illnesses, as needed.
- R. In coordination with the NCA Leadership Team, provide for effective leadership and operations in the absence of the NCAP Administrator and Principal.



NorthCreek_{CHURCH}

Job Description

NCA Learning Assistance Instructor Responsibilities

- A. Foster treasured partnerships with parents through truthful, positive, effective, and frequent communication, including biannual progress reports and biannual conferences.
- B. Commit to a regular schedule with students at times agreed upon by the Learning Assistance Instructor, family, and classroom teacher.
- C. Conduct individual sessions with students, implementing program elements and instructional strategies that reflect sound educational practice and maximize learning.
- D. Possess a comprehensive knowledge of each student's progress through ongoing informal assessments and periodic formal assessments. Recommend and implement program modifications as appropriate. Provide appropriate feedback to students and parents.
- G. Keep students, parents, and the NCAP Administrator and Principal adequately informed of progress or deficiencies.
- H. Create an environment that supports student learning through effective management of instruction, procedures, students, climate, and physical environment.
- I. Implement LAP logistics such as distributing and collecting Parental Agreement forms and remitting weekly billing sheets to the NCA Business Office.
- J. Know, enforce, and communicate policies and procedures applicable to this position including general school policies and LAP policies.
- K. Support the broader school program by performing any other duties assigned.

IV. Professional Responsibilities

- A. Cooperate with the Elder Board and NCAP Administrator and Principal in implementing all policies, procedures and directives governing the operation of the school. Communicate through the proper channels if policy or procedural conflicts arise.
- B. Contribute to campus safety by following established safety and security protocol, emergency procedures, and child abuse and neglect reporting requirements.
- C. Grow professionally through such avenues as educational opportunities, self-reflection, and informal and formal evaluation processes.
- D. Work well independently and collaboratively, handling challenges with grace, patience, understanding, and flexibility.
- E. Seek the counsel of the NCAP Administrator and Principal and colleagues while maintaining a teachable attitude.
- F. Provide input and recommendations for the administrative and managerial functions in the school.
- G. Attend and participate in staff orientation, teacher workdays, accreditation, and in department, faculty, and parent meetings.
- H. Maintain positive public relations by representing the school in a favorable and professional manner to all stakeholders and the public.
- I. Maintain standards of professional confidentiality, discernment, and discretion.
- J. Focus on ministry responsibilities during work hours and prioritize the school ministry ahead of outside or volunteer work.

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