

Ankeny Christian Academy Elementary Academic Support Strategist

Purpose of Position:

The Elementary Academic Strategist shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. An Elementary Academic Strategist is an educational professional who provides individualized support to teachers and students, either through co-teaching in the general education classroom or through pull-out instruction, to help them access the general curriculum, addressing specific learning challenges through tailored strategies and differentiated materials; collaborating closely with classroom teachers to ensure student success within the mainstream classroom.

Position

- **Full-time, School year**
- **Salaried, contracted employee**

Reports To: Elementary Principal
Evaluated By: Elementary Principal/Assistant Elementary Principal
Direct Reports: None

Requirements and Qualifications

- Bachelor's or higher degree from an accredited institution.
- Degree in Special Education (Strategist I) and/or a Reading Endorsement is preferred.
- Demonstrate knowledge of special education laws and regulations.
- Able to write 504 plans and Student Success Plans with appropriate interventions and progress monitoring tools.
- Excellent communication and interpersonal skills
- Able to work collaboratively with educators, support staff, and administrators
- Complete all teacher preparation program requirements: coursework and clinical experiences.

Spiritual Qualifications:

The Elementary Academic Strategist accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Elementary Academic Strategist believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore, the Elementary Academic Strategist agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Elementary Academic Strategist agrees that these methods shall be the sole

remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

Elementary Academic Strategist Responsibilities and Expectations

- Reflect the purpose of the school which is to equip students to be Christ-centered disciples to engage the world with the Gospel.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Motivate students to accept God's gift of salvation and help them grow in their faith through witness and Christian role modeling.
- Establish and enforce rules of behavior for students in the classroom.
- Participate in implementing the referral process for students as determined by the Advanced Student Success Plans developed for individual students.
- Develop individualized 504 plans for students with disabilities and monitor their progress throughout the school year. Promote understanding and use of student-specific accommodations/modifications for classroom teachers.
- Collaborate regularly with classroom teachers, support staff, and administrators concerning students who are at risk in their learning environment.
- Provide direct support and instruction in specialized areas such as reading, math, and writing, either through foundational support or extended learning opportunities.
- Help monitor and modify classroom instruction to ensure that students with special needs are receiving appropriate instruction.
- Implement the established MTSS Benchmarking and Progress Monitoring protocols.
- Help general education teachers initiate interventions and progress monitoring, based on student need.
- Provide teachers with resources to support students in their classrooms.
- Maintain records of student learning goals and their progress.
- Manage the flow of paper information and provide the Elementary Principal with any confidential information for record keeping.
- Adapt teaching methods and materials to meet the interests and learning styles of students.
- Conduct a variety of assessments to determine student ability and need for support.
- Use the co-teaching model for differentiation in the classrooms. Help design and teach lessons to facilitate learning for all students in the general education classroom based on need. Plan collaboratively with classroom teachers to ensure quality differentiation in lessons.
- Collaborates with faculty and staff to meet the varied needs of our students.
- Help as needed to create, assign, and grade various assessments for students, including tests, quizzes, essays and projects.
- Track and evaluate student academic progress. Report grades to classroom teachers and parents through JMC.
- Lead parent-teacher meetings for: initial Student Success Plans, Advanced Student Success Plans, 504 plans, and follow-up meetings to discuss progress and completion of programming. Attend semester conference meetings with students you serve.
- Research innovative resources that can be used to help students and guide classroom teachers in their proper implementation.
- Maintain positive relationships with students, parents, coworkers and supervisors.
- Create a safe, respectful and inclusive classroom environment.
- Communicate regularly with parents.
- Help students improve executive functioning skills, such as study methods and habits.

- Administer tests to evaluate students' progress.
- Attend scheduled meetings and morning devotions.

JOB DESCRIPTION - Supplemental Functions

The teacher shall:

- Supervise extracurricular activities, organizations, and outings as assigned.
- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Support the broader program of the school by attending extracurricular activities when possible.
- Perform any other reasonable duties that may be assigned by the administration.

The Elementary Academic Strategist reports to the Elementary Principal. This position will be annually evaluated and approved by the Elementary Principal for continued employment.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY	NOT APPLICABLE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING			x	
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY	NOT APPLICABLE
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.