



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | [www.judah.org](http://www.judah.org)

## Secondary Student Support Coordinator

### General Description

The Secondary Student Support Coordinator will be responsible for helping to identify students that may need academic support, supporting secondary students with identified educational needs, and communicating with parents, teachers and administrators on the best types of supports for students. The academic supports given to secondary students include, but are not limited to: teaching individualized subjects such as math, supporting students by accommodating classroom work, providing test accommodations/modifications, preparing for and leading annual 504/ISP meetings and keeping accurate records of meetings and student progress for all students on the teacher's caseload. This coordinator is also responsible for communicating effectively with parents/guardians concerning student progress and changes in supports for students. The coordinator also serves as a mediator between students, parents, teachers, and administrators. This teacher works closely with the Head Principal.

### Qualifications

The Secondary Student Support Coordinator shall be one who has trusted Jesus Christ as Savior and Lord. The SSSC shall be a member or regular attendee in good standing of a Christ-centered church. He/She shall demonstrate spiritual maturity with academic and leadership abilities that will allow him/her to "train up a child in the way he should go." The SSSC shall exhibit Christlike character in building positive relationships with students and providing a safe, encouraging, welcoming space for learning.

It is preferred that the SSSC will hold at minimum, a Bachelor's Degree in Special Education from an accredited institution of higher education, and a teaching license issued by the State of Illinois. Previous teaching experience is preferred. Candidates with teaching experience, who hold a social science degree in psychology, sociology, social work, or counseling may also be considered.

### Responsibilities

- Coordinate with Head Principal for the identification of Secondary students that may need support services.
- Coordinate with parents, teachers and administration in the development of Intervention Plans, 504 Plans and Individual Service Plans (ISP).
- Communicate with teachers regarding the implementation of the accommodations and modifications listed on the student plans.
- Plan and implement curriculum for students with Individual Service Plans-this can include various subjects depending on the needs of the student.
- Provide daily/weekly resource study halls for high school students to provide academic support, test taking, and other supports as needed.

- Keep track of ongoing progress for caseload students and communicate this progress to parents as needed.
- Plan and implement annual reviews for each student on caseload, including transition meetings for students in 12<sup>th</sup> grade.
- Work closely with secondary teachers to track student progress and offer support as needed.
- Work closely with High School Guidance Counselor to ensure standardized testing accommodations for students, as well as schedule planning and progress towards graduation.
- Seek to model a Christlike example in daily interactions with students.
- Include and encourage scripture and faith conversations within the classroom.
- Lead students to a realization of their self-worth in Christ. Progress over perfection!

### **Professional**

- Maintain professional behavior and a positive attitude in relationships with students and parents.
- Keep accurate, updated records.
- Be punctual.
- Keep parents updated in their student's progress.
- Maintain positive, professional interactions with other teachers, administrators and staff.
- Be able to solve professionally related problems independently.
- Accept change in a positive professional manner.
- Accept evaluation and redirection and make necessary changes or adjustments.
- Remain current in the educational field through course work, in-service, conferences, workshops, etc.

### **Personal**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with students, parents, and staff by treating others kindly.
- Respectfully partner with fellow staff and those in authority.
- Maintain a professional appearance, honoring the guidelines of the JCS dress code policies.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the community.

## **Supervisor**

Head Principal

February 2025