



# PALMETTO

## CHRISTIAN ACADEMY

**Job Title:** Resource Specialist

**Status:** Full-time position for the 2026-27 school year  
M, T, Th, F from 7:30am-3:30pm and Wednesdays from 7:30am-4pm

**Prepared by / Date:** Resource Team / Feb 2026

### Position Summary

Palmetto Christian Academy is seeking a compassionate, faith-filled, and experienced Middle and High School Resource Specialist to support students with diverse learning needs in grades 6–12. The ideal candidate is passionate about serving students in a Christ-centered environment and is skilled in delivering individualized instruction, collaborating with teachers and parents, and helping students thrive both academically and spiritually.

### Rationale

1. **Individualized Support:** Some students (with accommodation plans) need targeted help to access the material being taught— resource teachers can reorganize the materials and provide accommodations.
2. **Skill Building:** Middle and high school students may still be developing reading, writing, organization, and math skills; a resource teacher provides direct instruction in these areas based on the student’s needs.
3. **Academic Coaching:** Executive functioning skills (like planning, time management, and study strategies) often need to be taught explicitly to students with learning disabilities.
4. **Emotional Support:** Secondary students often experience frustration, anxiety, or low self-esteem related to their learning challenges. A resource teacher can be a key person for encouragement and problem-solving.
5. **Collaboration:** They work with general education teachers to review and possibly reteach lessons and assignments, making sure students with accommodations can succeed alongside their peers.

6. **Transition Planning:** In high school, resource teachers can support a guidance counselor to help students prepare for life after graduation — whether it's college, a trade, or employment — by teaching self-advocacy and career skills.

### **Key Responsibilities:**

- Provide targeted academic support through individualized or small group instruction, aligned with student learning plans and goals.
- Identify and assess student learning needs and collaborate on the development of Accommodation Plans.
- Partner with general education teachers to implement classroom accommodations and inclusive teaching strategies.
- Track and communicate student progress regularly with teachers, administrators, and families.
- Participate in parent-teacher conferences, faculty meetings, and ongoing professional development.
- Support students' spiritual growth by modeling Christian values, integrating faith into teaching, and encouraging Christlike character development.

### **Qualifications and Requirements:**

- Must have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community.
- Must be able to articulate his/her Christian worldview and philosophy of education.
- Must possess a Bachelor's degree in Special Education or related field.
- Must be able to implement policies/procedures of the Resource Department and school.
- Must be proficient with Google Workspace.
- Must be willing to learn Veracross software for student management.
- Must possess or be willing to work toward an ACSI teacher certification.
- Must possess a valid teaching credential with a focus or endorsement in Special Education (or equivalent experience).
- Must possess knowledge of best practices in differentiated instruction, learning disabilities, and academic interventions.
- Must possess strong communication and interpersonal skills, with a heart for mentoring adolescents.

### **Preferred Qualifications:**

- Master's degree in Special Education or related field.
- Experience working in Christian education or private school settings.
- Familiarity with accommodation plans and high school college-readiness support.
- Training in social-emotional learning, trauma-informed teaching, or behavior intervention strategies.
- Training in Orton-Gillingham (OG) approach or willing to learn.
- Training in executive functioning.

Candidates for this position must demonstrate a strong, personal relationship with Jesus Christ, a passion for students, and an understanding of how to integrate biblical principles with the methodologies of effective resource approaches. Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#).

If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions or resume to Lane Hutchinson, Executive Assistant to the Principals, at [lhutchinson@palmettochristianacademy.org](mailto:lhutchinson@palmettochristianacademy.org).

### **Organizational Status**

This position reports to the Resource Room Coordinator.