

## Job Description

### Calvary Chapel Academy Resource Coordinator

Reports To: CCA Director of Elementary  
FLSA Status: Salary (Exempt)  
Hours/week: 40, Full-time  
Campus: Melbourne Campus

The CCA Resource Coordinator is to coordinate provision of services enabling students with resource needs to succeed academically to the best of their ability.

Win, Disciple, Send: *"For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes..." Romans 1:16*

#### **Job Responsibilities:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of federal, state, and/or county funds, delivery of services, and evaluation of services provided *(And God is able to make all grace abound to you, so that having all sufficiency in all things at all times, you may abound in every good work. 2 Corinthians 9:8)*
- Effectively and clearly provide information to supervisors, parents, teachers, and other professionals by phone, in person, in written form, or by email or other electronic method of communication *(And whatsoever you do, do it heartily, as to the Lord, and not unto men. Colossians 3:23)*
- Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations *(Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth. 2 Timothy 2:15)*
- Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form
- Analyze information and evaluate results to choose the best solution and solve problems
- Develop a three year growth plan for the Resource Department. The plan must include:
  - Short term objectives and goals
  - Long term objectives and goals
  - A program outline designed to fulfill all short and long term goals including projected personnel positions needed as well as projected finance needs to reach these goals
- Conduct an annual review of the program with recommended revisions
- Maintain expertise in assigned areas to fulfill position goals and objectives
- Recommend improvements for policies or procedures relating to the resource department
- Maintain confidentiality regarding school/workplace matters *(We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18)*
- Participate in cooperative long-range planning with administrators, parents, and teachers
- Submit required testing and update information in a timely fashion
- Perform other tasks consistent with the goals and objectives of this position
- Travel to and from public schools and meet with public school personnel as necessary to coordinate efforts to implement plans for providing services to meet the needs of students

#### **Student Resource Instruction**

- Manage and administer an appropriate program of instruction for students identified as having learning disabilities or other special needs
- Develop guides and other support materials necessary to meet the needs of special needs students
- Act as a liaison to parents and teachers with regards to student concerns, academic and behavioral issues *(Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3)*

- Receive, gather, and otherwise obtain information from all relevant sources
- Develop and implement strategies to meet the needs of students with variety of special needs
- Provide parents and teachers with suggestions on how to be more effective with Specific Learning Disability students (*Beware that you don't look down on any of these little ones. For I tell you that in heaven their angels are always in the presence of my heavenly Father Matthew 18:10*)
- Meet with other professionals to discuss individual students' needs and progress
- Prepare an Individual Education Plan (IEP), Student Plan (SP), or Service Plan for each child identified as having learning disabilities or other special needs
- Monitor and update each IEP, SP, or Service Plan
- Conference with parents concerning IEPs, SPs, or Service Plans
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs (*For it is God who works in you, both to will and to work for his good pleasure. Philippians 2:13*)
- Provide accommodations to the general education curriculum for special-needs students, based upon a variety of instructional techniques and technologies
- Employ special education strategies and techniques during instruction, demonstration, and work time that provide students with opportunities to observe, question, and investigate
- Observe and evaluate students' performance, behavior, social development, and physical health
- Conduct an annual evaluation of the Admissions Placement tests that includes a report of the results of the tests administered during the year

#### ***Student Resource Coordination***

- Determine which programs CCA should be a part of to comply with federal and state legislation
- Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the school district as they relate to resource and meeting the needs of private school students with special needs
- Serve as a resource and liaison to state and federal employees to coordinate administration of state and local services to CCA students during the school day
- Coordinate the scheduling of the Reading Remediation, Strategic Intervention, and NILD or LIPS programs, communicating to the teachers and administration to ensure it is running effectively
- Act as liaison between any speech therapists providing CCA students services and the teachers to coordinate administration of services
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs
- Attend training sessions, professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence, to keep abreast of current practices, programs, and legal issues
- Coordinate and administer mentor volunteer program, including screening volunteers and arranging student schedules to accommodate mentor tutoring (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)

#### ***Teacher Resource Coordination***

- Work with the Curriculum Director to provide teachers with a variety of professional development opportunities
- Investigate regulations for using state and federally provided funds towards various professional development opportunities
- Locate additional resources and assist in the development of grants as available and appropriate, and provide oversight to insure successful implementation of activities
- Assist the Curriculum Director when applicable in facilitating the development, implementation, and evaluation of professional development activities for staff members
- Conduct an annual evaluation of the personnel in the Resource Department
- (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)

### **Student Hearing and Vision Screening**

- Coordinate the administration of hearing and vision screening for all interested Calvary Chapel Academy students and schedule any necessary calibration or equipment as needed
- Report the results of any administered hearing and vision screenings to parents

### **Other Duties and Responsibilities:**

- Keep all (students, parents, staff) personal and medical information confidential
- Be familiar with emergency protocols
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested
- Perform any duties that may be assigned by supervisor

### **Required Skills:**

- Education Level – Bachelor’s Degree in Special Education (A Master’s Degree in Special Education is preferred.)
- Hold a minimum of an ACSI temporary teacher certification or be willing to participate in a program to complete the requirements for certification within a specified time period
- Excellent verbal, written and interpersonal communication skills
- Demonstrate a superior level of computer proficiency
- Be able to multi-task and have disciplined time-management skills
- Physical Abilities – Routine physical activities that are required to fulfill job responsibilities
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school
- Minimum of five years working in this field

### **Other Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, “Jesus is Lord,” and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God’s love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- Flexibility and ability to work with volunteers and people on staff. (*serve one another humbly in love. Galatians 5:13*)
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)

- An annual evaluation shall be conducted by his/her supervisor for the purpose of encouraging growth and professional development *(Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17)*

## **Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought.....Mind of Christ

To minister like Jesus did.....Works or Ministry of Christ

To be like Jesus.....Character of Christ

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19 -20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

## **Core Commitments**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

### **CONNECT**

To others in personal vibrant relationships.

### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.