OPENING 2015-2016 SCHOOL YEAR
Start Date: July 1, 2015

Director of the Academic Support Center, Santa Rosa, CA

Cardinal Newman High School, a four-year Catholic college preparatory school for young men and women located in Santa Rosa, California seeks a Director of the Academic Support Center.

STATEMENT OF MISSION & PHILOSOPHY

Cardinal Newman is a Catholic, college preparatory high school. Our mission is to educate our students in the wholeness of mind, body, and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church. Our students learn to apply leadership skills and talents in service to others. We challenge each student to work to his or her highest potential in the lifelong pursuit of learning and excellence.

JOB SUMMARY:

The mission of the Cardinal Newman Academic Support Center in collaboration with the Cardinal Newman Counseling Department is to provide the support needed to allow all students to become successful learners. The Academic Support Center will provide assistance and services to students with identified and diagnosed learning differences and will support additional student tutorial opportunities. This support includes helping students to become self-advocates, while discovering and utilizing the support services that will aid them in their education at Cardinal Newman and beyond.

The Director of the Academic Support Center oversees all components of the Academic Support Center and will utilize all resources to assure success for all students.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Direct and Manage the Academic Support Center vision, outcomes, budget, facilities/resources and assist teacher(s)
- Advise, assist, support, and refer students to the Academic Support Center
- Referral or screening and understanding of Psychological/Educational and other necessary learning needs evaluations
- Actively involved in Admissions process and evaluation of applicants with identified/documents learning differences
- Develop and review personal/academic growth plans for each identified student
- Provide Professional Development for Faculty in most current teaching methodologies and learning styles
- Collaborate with classroom teachers to discuss specific learning styles and ensure implementation of accommodations
- Provide individual help as needed to achieve academic success in all courses
- Coordinate teacher/student communication, specifically: to ensure that teachers know their responsibilities in teaching students with unique needs and works with them to properly utilize the tools and accommodations for these students to succeed in their academic endeavors
- Collaborate with the Counseling Department and share the Four year “Plan-4-Success”
- Coordinate parent communication and meetings together with the assigned counselor
• Coordinate and instruct the Academic Support Classes and curriculum
• Collaborate with the Assistant Principal for Summer School Programs and coordinate and manage Summer Academic Support for identified incoming students who will require program assistance
• Provide and manage additional academic support services including: 1-to-1 tutoring, small group tutoring sessions, supervised homework study groups for students
• Proctor exams when extended time or an “outside of classroom” setting is needed
• Coordinate and facilitate the requirements needed for any accommodations, including extended time, for standardized testing from the College Board and ACT
• Assist in researching support services for identified students at the college level
• Serves as a member of the Academic Council.

### MINIMUM REQUIREMENTS (educational and experience requirements)

#### 1) Minimum Education Level
- Masters of Education Degree in Special Education and/or Certification-Educational Therapist
- Experience in the Special Education field and familiarity in with the IEP process
- Compassionate leadership and commitment to student success.

#### 2) Work Experience Required
- Minimum 3 years experience of teaching in a middle school and/or high school

#### 3) Certifications/Licensures
- Must be able to pass a state background check.
- DOJ Fingerprinting
- Must possess and maintain a California state divers license (Class 5) (license must be in good standing).

#### 4) Job Skills Required
- Experience with Educational/Instructional Technology
- Support the mission of Cardinal Newman High School

#### 5) Behavioral Job Attributes Required
- Compassionate leadership and commitment to student success
- Communicate clearly and concisely verbally and in writing
- Supervisory and evaluation skills
- Commitment to professional development for self and others
- Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
- Ability to deal proactively and use thinking and reasoning to solve problems
- Listen to convey and understand the comments and questions of others
- Ability to effectively build relationships with co-workers to get along well with a variety of personalities and individuals
- Time management and organizational skills
- Effective communication skills with parents and students

#### 6) Physical Requirements
- Must be able to operate a keyboard and mouse.
- Must be able to use a telephone head or handset.
• Work requires visual acuity.
• Must be able to focus on highly detailed tasks for long periods of time.
• Must be able to sit, walk, stand, bend, crouch and stoop for extended periods of time.

SUPERVISORY RESPONSIBILITIES
• Academic Support Center Teacher(s)

Compensation and Benefits: Cardinal Newman High School offers an excellent benefits package and a salary that is commensurate with experience and education.

To Apply:
• Interested candidates should send a cover letter and resume to Human Resources at hr@cardinalnewman.org or via fax at 707-544-8502. Please no phone calls.
• Cover letters and resumes will be accepted until position is filled
• Please see our website to find out more information about our school http://www.cardinalnewman.org