



**Holy Cross School
631 S State Street
Dover, DE 19901
(302) 302.674.5787**

Director of Academic Support

The Director of Academic Support is a full-time administrative position designed to support student learning and teacher instruction.

Responsibilities include, but are not limited to:

Student Support:

- Assist teachers in identifying students who warrant evaluation (psychoeducational, speech, occupational therapy, etc).
- Attend meetings/conferences with teachers, parents, and public school districts.
- Foster positive relationships with parents/guardians, serving as a resource and advocate for students and families and provide ongoing communication and support.
- Serve as a liaison between the school, community agencies, and outside service providers to ensure support and resources for students and families.

Accommodations

- Write and maintain reasonable accommodations based on reports provided by outside agencies for students who qualify for services.
- Develop and implement accommodation and intervention strategies to address students' academic, social-emotional, and behavioral needs.
- Ensure Individual Service Plans (ISPs) are faithfully implemented.
- Work with teachers to assist them in implementing accommodations for students in their classes.
- Monitor follow-through on accommodations and make any adjustments, as needed.

Intervention

- Monitor STAR standardized testing, PowerSchool, and parent/teacher feedback to identify students who may need intervention.

Assist the Principal

- Oversee the assessment, identification, and evaluation of students with diverse learning needs, ensuring compliance with state and diocesan regulations and guidelines.

- Identify areas of professional development that will best meet the needs of students and teachers.
- Support teachers in instructional and intervention strategies in classroom instruction.
- Aid in the planning of the school's Title I program (student identification, instruction, and progress).
- Conduct grade readiness/placement testing for students new to Holy Cross and provide recommendations to the principal.

Requirements

- Bachelor's or Master's degree in Elementary Education, Special Education, Educational Leadership, or a related field
- Eligible for a teacher licensing/certification (DE or MD)
- Minimum of three years of teaching experience, preferably in special education
- Leadership, communication, and interpersonal skills, with the ability to build and maintain positive relationships with students, parents, faculty, and staff
- Ability to collaborate effectively with diverse stakeholders and coordinate resources to meet the needs of students with diverse learning needs
- Strong commitment to integrating the Catholic faith and values into students' everyday education

All interested applicants should submit a cover letter and resume to the principal, Mallory O'Mara, at momara@holycrossdover.org.