

Columbia Academy

Job Description

Harmony Program Director

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: HARMONY PROGRAM DIRECTOR
REPORTS TO: UPPER SCHOOL PRINCIPAL
PAYROLL STATUS: SALARY EXEMPT, FULL-TIME, TEN MONTH

PURPOSE AND SCOPE OF THE POSITION

The Harmony Program Director reports to the upper school principal and is responsible for overseeing the education and training of students with diagnosed language and learning disabilities and/or deficiencies.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Provide instruction and intervention to upper school students who need additional support in academics (small group setting).
2. Provide modifications and accommodations for upper school students that may need assistance in the regular classroom setting.
3. Collaborate with teachers to meet students' needs in the classroom by providing accommodations, modifications and strategies.
4. Provide direct math and English instruction for upper school students, as needed.
5. Communicate with parents regarding student progress.
6. Perform other duties as assigned by the Upper School Principal.
7. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Harmony Program Director shall
 - Have earned a college degree or its equivalent in the area of Special Education.
 - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level.
 - Feel comfortable teaching and working with upper school students, teachers, and families.

2. The Harmony Program Director must demonstrate the following skills
 - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
 - Excellent interpersonal skills including effective written and verbal communication
 - Ability to multi-task and prioritize items quickly
 - Attention to detail and high level of accuracy
 - Ability to anticipate work needs and follow through with minimal direction
 - Ability to demonstrate sound judgment in decision making

3. The Harmony Program Director must demonstrate the following personal attributes
 - Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Excellent integrity and demonstrate good moral character
 - Completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible and enthusiastic
 - Demonstrate a sound work ethic

WORKING CONDITIONS

The Harmony Program Director may spend a significant period walking to and from classrooms collaborating with teachers to ensure the students are appropriately challenged and can experience success. They will spend time each day preparing and implementing appropriate instruction for upper school students in the areas of language arts and math.