



## Early Education Assistant Director of Student Supports and Special Programming - Job Description

### Purpose of Position

Des Moines Christian leaders are Christ-centered and student-focused professionals who fulfill the mission of DMC. DMC leaders support and empower teachers and families through a shared vision of learning to foster a school culture of academic excellence and spiritual growth where all learners flourish.

The Early Education Assistant Director of Student Supports and Special Programming is responsible for developing and coordinating a learning environment that meets the needs of all learners. Specifically, this position focuses on working with staff and families to support and empower early education students who have academic, behavioral, social-emotional, and physical disabilities.

### Position:

- Full-time
- Calendar Year
- Salary, Exempt, At-will employee

**Reports To:** Early Education Director of Learning and Development

**Direct Reports:** Early Education Instructional Strategist, After the Bell Staff and Seasonal Staff

### Qualifications:

- Meets DHS Onsite Supervisor requirements for the state of Iowa.
- High School Diploma or equivalent.
- Bachelor's degree in Education preferred.
- Special education / student support experience preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Uses discernment, discretion, and confidentiality in the operation and oversight of the school and its programs.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in communication, writing, and customer service skills.
- Promotes a positive environment that encourages commitment, collaboration, and accountability.



## **Responsibilities:**

### **Student Support Leadership**

- Collaborates with the Head of Academics to help develop and implement an effective multi-tiered system of supports in the areas of academics, behavior, and social-emotional.
- Communicates effectively with a variety of teachers and support staff to ensure that the proper learning and behavior supports are provided for students.
- Collaborates with the EE-12 Educational Support Services Team to evaluate student needs and develop appropriate program structure.
- Collaborates with the Area Education Agency for student evaluation.
- Participates in building-level team and/or grade-level meetings, as appropriate.
- Communicates regularly with parents and faculty regarding the needs of the students. Specifically, assists the Early Education Instructional Strategist with family communication and parent meetings.
- Leads professional development opportunities for staff focused on early intervention.
- Supports student discipline through the lens of discipleship.
- Serves as Liaison between Kindergarten and Early Education, helping to ensure a smooth transition to kindergarten for students needing another layer of support. Sets up meetings with the Elementary Assistant Principal, Elementary Counselor, and Elementary Support Services specialist regarding incoming students and needs.

### **Special Programming**

- Coordinates the After the Bell program (K-5 after-school care program), including parent communication, planning, staffing, and discipline support.
- Oversees the classroom on a nightly basis and/or works as a sub in the ATB classrooms as needed.
- Takes the lead in coordinating school-age summer childcare programming, parent communication, planning, staffing (including onboarding), classroom support, and discipline support.
- Coordinates any additional special programming aligned to the EE-12 Academic Strategic Plan.
- Works closely with Elementary in planning Move Up Chapel, Kindergarten Connection Day, and student visits.

### **Professional Development & Spiritual Leadership**

- Works closely with the Director of Learning and Development to foster a culture of learning and growth.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings.
- Empowers staff to engage in professional development opportunities facilitating growth in meeting the needs of diverse learners.
- Encourages staff as they continually grow in the grace and knowledge of Christ.

### **Administrative**

- Serves at the Welcome Desk for students, parents, and guests at scheduled times.
- Supports Director of Systems and Operations with staff scheduling, as needed.
- In the absence of the Early Education Directors, makes emergency decisions.
- Serves as a back-up for various roles throughout the department, including but not limited to, classroom associate and lunch service.