



K-5 Student Services Coordinator August 2023

Department: Faculty

Reports to: Principal

Hours: Part-time, 10 months (Mid-August through Mid-June)

**May be combined with another role to make it full-time*

Job Summary: Wheaton Christian Grammar School is seeking an outstanding K-5 Student Services Coordinator. The successful candidate will be knowledgeable and highly effective in skillfully integrating his or her Christian faith with our school programming and curriculum. To be considered for this role, the candidate must be:

- An educator who is a devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- An educator who is interested in becoming an expert in his or her field, and who is highly qualified in the instructional methodology -- the pedagogy -- of teaching.
- An educator who is seeking to grow intellectually and professionally.
- An educator who invites students into the great works that God has prepared in advance for us to do.
- An educator who is ready to integrate vibrant faith with excellent academics, while providing a safe and healthy learning environment.
- An educator who understands and unreservedly supports the philosophy, objectives, and teaching position of Wheaton Christian Grammar School.
- An educator who feels led by God to the ministry of meeting special needs in children.

Essential Roles and Responsibilities include the following. Other duties may be assigned.

Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates spiritual maturity and desire to mentor and disciple students.
- Understands and can clearly articulate the Gospel.

Student Services Responsibilities:

- Collaborates with the K-5 Student Services Director and teachers to implement and support students' accommodation plans.
- Plans diverse, effective, creative, and engaging one-on-one or small group lessons that support the content teacher's lessons and help students to understand key concepts learned in the classroom.
- Teaches executive functioning skills to improve academic performance, including study strategies, note-taking skills, and preparation for assessments.
- Implements academic best practices for specific subjects and assignments, including research, reading, and writing.
- Assists the K-5 Student Services Director in screening potential kindergarten students for developmental readiness.
- Partners with the Admissions Department to test prospective students.

- Coaches students in problem solving and critical thinking skills.
- Naturally and regularly integrates biblical principles into subject matter.
- Skillfully identifies areas of student growth and goal setting for academic success.
- Provides students with positive and constructive feedback.
- Excellent written and verbal communication skills. Candidate must be able to convey information and ideas in a clear, concise, and professional manner.
- Appropriate expertise in K-5 instruction for students with learning differences.
- Other duties as assigned by the K-5 Student Services Director.

Community Relations:

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the WCGS mission.
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff.
- Attends and supports school-sponsored student activities, and periodic parent partnership events.
- Supports and is accountable to the Wheaton Christian Grammar School mission.

Physical Demands:

- While performing the duties of this job, the K-5 curriculum and student services coordinator is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The individual is occasionally required to stand, walk, climb, balance, stop, kneel, crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must hold a B.A. degree, current/valid Illinois teacher certificate, and agree to the key policies of Wheaton Christian Grammar School. Three or more years of successful teaching experience is preferred. Applicants should submit all information through our website. If there are any questions about the position, please contact Principal, Marc Painter, at mpainter@wheatonchristian.org

**Applicants will not be considered until a completed application (with all required attachments) has been received.*

Revised 4.21.23