



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

## JOB DESCRIPTION

Job Title: Educational Support Director

Category: Full Time/ Non Thai

Division: Educational Support

Reports to: Deputy Superintendent

## POSITION PURPOSE & DESCRIPTION

- To exercise servant leadership in the overall management of the Educational Support Division
- To ensure educational support for students who may need additional help in order to succeed at GIS
- To supervise the identification of and carrying out of intervention plans for educational support students
- To represent the Educational Support Division to the community at large and to the GIS family
- To be the administrative representative on the academic administration for educational support issues

## GENERAL QUALIFICATIONS

- Is a mature Christian
- Master's degree from an accredited university in education with a special education emphasis or a medical related field with experience in a school setting. Bachelor's degree acceptable if the candidate is willing to work towards a Master's degree in a related field
- At least 2 years of experience working with educational support students in an educational setting
- Good understanding of current educational support K-12 best practices
- Qualities of supervision: encouraging, bringing accountability, guiding others to problem-solve, etc.
- Successful experience in leadership
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

## CHARACTER QUALIFICATIONS AND EXPECTATIONS

### Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

### Talent Management

- Makes it a priority to develop his/ her staff members
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

### High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

### Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

## Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.
- Is a relational leader who is present and approachable; knows what is going on in each division.
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

## Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.

Communicates clearly the goals and expectations for staff behavior.

## **CHRISTIAN CONDUCT / MORAL PURITY**

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

## **GENDER STATEMENT**

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

## **PROFESSIONAL CONDUCT**

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right at any time, to discipline any staff member for behavior that would bring reproach upon the school.

## **MAIN TASKS AND RESPONSIBILITIES**

### Planning

- Assist with recruitment of new staff
- Plan and oversee the budget, use of Educational Support resources, and equipment
- Oversee writing of appropriate policies/procedural guidelines
- Participate in review of new applicant files with other educational support staff and assess (in coordination with appropriate principal) if GIS is able to meet the student's needs and if there is space available

- Assign rooms for Educational Support staff
- Oversee the Educational Support calendar and incorporate it with the school calendar

## Instruction

- Supervise and evaluate educational support division staff according to the Staff Professional Development, Supervision, and Evaluation procedures
- Facilitate regular Educational Support team meetings
- Facilitate proctoring for students who need accommodations for the PSAT and/or the ACT

## Oversee

- Writing and disseminating of accommodation plans (as well as other forms) for students in the ES program
- Writing and implementation of IEP's /modified grades for designated students
- Diagnostic, annual, and other testing including ESL and Early Intervention
- Application for students to receive special assistance when taking the PSAT/SAT/ACT examinations.
- Educational support for students needing accommodations with standardized testing (MAP, EXPLORE, PLAN), including rooms and personnel

## Communication

- Collaborate with principals, counselors, and Extension Services about student support
- Guide staff and parents through the struggling student process
- Facilitate Student Success Team meetings
- Lead team in communicating with other health / counseling professionals for establishing resources and referrals for GIS families
- Facilitate support for parents and staff as needed
- Monitor selected students with weekly/quarterly reporting from teachers and forward the information to parents via the computer
- Assist in Board of Trustees (BOT) monitoring reports
- Represent GIS at community events
- Attend required admin. meetings and other meetings (as assigned)
- Orient new GIS staff about the Educational Support Department

## Be a Resource

- Meet with Extension Services parents, as well as potential parents, about our services
- Observe students and check in with teachers
- Assist other schools and collaborate about students
- Attend the annual meeting for SENIA

## Professional Growth and Development

- Participate in the school staff development program
- Demonstrate interest and initiative in professional improvement
- Demonstrate behavior that is professional, ethical, and responsible

## Miscellaneous

- Completes other tasks agreed upon by employee and supervisor