



**EVANSVILLE DAY SCHOOL**  
**COORDINATOR, CENTER FOR ACADEMIC SUCCESS**

Type: Part-Time Faculty (10-month; reports to the Head of Primary School)

Application Deadline: (preferred; position open until filled)

Start Date: 2017-18 school year

Evansville Day School (EDS), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40 acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty hold much more than a job. Educators enjoy the opportunity to be part of an intellectual, interesting, and supportive learning community with myriad ways to engage students, families, and colleagues as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

This is an exciting time to join the Day School faculty. The curriculum is shifting toward more experiential learning featuring an Innovation Lab and increased use of technology, and the future is bright as EDS continues to innovate and provide a forward thinking college preparatory program. It is in this spirit EDS has created the Center for Academic Success (CAS). Unlike most learning support programs, which focus on remediation, intervention, and one-on-one tutoring, the CAS provides a range of services and encourages all Day School students to use them. The school is seeking a resourceful, hardworking, creative individual to lead us in building this exciting signature program.

**Job Description:**

The Evansville Day School Center for Academic Success (CAS) provides comprehensive academic support and enrichment and co-curricular advising for all EDS students. Through a blend of peer and professional tutoring, group sessions, and personal coaching, CAS's goal is to ensure every Day School student reaches his or her academic and personal potential. The Coordinator is responsible for ensuring academic support and enrichment to students schoolwide as well working collaboratively with the faculty to serve the school's mission.

**Key responsibilities:**

- Coordinate support for students needing extra help in particular subjects and/or with academic skills, including identifying appropriate tutors (professional and volunteer).
- Communicate with families regarding opportunities for support, enrichment, accommodations, and student progress.
- Partner with teachers to lead enrichment and support activities in the CAS and in homeroom classrooms.
- Coordinate, manage, and oversee student testing, including ISTEP
- Manage and articulate changes and updates to faculty regarding relevant standardized tests and other state requirements.
- Coordinate intervention plans for students not meeting proficiency on state tests.
- Teach Middle School sessions on study skills and academic foundations.
- Coordinate an after school study program for MS/US.
- Other duties as assigned by the Head of School

**Qualifications:**

- Four-year degree, preferably in education, counseling, and/or special education
- Licensed school psychologists are welcome to apply; however it is not required
- Experience working in schools, especially those enrolling high-achieving students
- Experience working with students with learning differences
- Excellent work ethic, organization, and interpersonal skills
- Innovative, collaborative, and empathetic nature
- Ability to work independently and as part of a team
- Ability to meet deadlines, balance competing priorities, and maintain a sense of humor
- Passion for children and for EDS' mission

**Background:**

All employees and volunteers must agree to a comprehensive background check

**Application:**

To apply send a cover letter, resume, and three references to Shannon Dierlam (Administrative Assistant to the Head of School) at [sdierlam@evansvilledayschool.org](mailto:sdierlam@evansvilledayschool.org). Please include "Center for Academic Success position" in the Subject line.