



Coordinator, Center for Academic Success

Type: Full-time Faculty: 10-month

Reports to: Director of Center for Academic Success

Posted: May 21, 2024

Application Deadline: Until filled

Start Date: July 29, 2024

Evansville Day School (“Day School”), 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. Day School was founded in 1946 and remains the only independent school in the southwestern Indiana region. Day 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.

Job Summary: Day School’s Center for Academic Success (CAS) provides comprehensive academic support and enrichment and co-curricular advising for students. Through a blend of peer and professional tutoring, group sessions, and personal coaching, CAS’s goal is to ensure Day School students reach their academic and personal potential. The Coordinator is responsible for ensuring academic support and enrichment to students school wide as well working collaboratively with the faculty to serve the school’s mission.

The CAS Coordinator is an integral part of our CAS team. This individual is responsible for working in collaboration with the Director of CAS to implement effective reading and mathematics instruction and intervention strategies to enhance students’ literacy and number skills. This position involves working closely with students in small groups and/or one-to-one. The CAS Coordinator also works in collaboration with teachers and parents to create a positive and supportive learning environment that promotes reading proficiency and a lifelong love for reading and learning.

Responsibilities:

Assessment and Evaluation:

- Conduct thorough assessments of students' reading and mathematics levels and abilities to identify areas of improvement.
- Analyze assessment data to develop personalized learning plans for students.

Individual and Group Instruction:

- Provide targeted, research-based reading and mathematics instruction to individuals and small groups of students.
- Develop and implement specialized reading and mathematics programs to meet the diverse needs of students.

Progress Monitoring:

- Monitor and track students' progress in reading proficiency and mathematics using various assessment tools.
- Adjust instruction and intervention strategies based on ongoing assessment data.

Collaboration and Consultation:

- Collaborate with classroom teachers to align reading and mathematics instruction with the overall curriculum and to support students' academic success.
- Consult with school staff and parents to provide guidance and recommendations for supporting struggling readers.
- In conjunction with the Director of CAS, provide professional development to faculty and staff on reading and language-based learning disabilities.
- Partner with teachers to lead enrichment and support activities in the CAS and in primary school homeroom classrooms.

Professional Development:

- Stay current with research and best practices in reading and mathematics instruction and intervention.
- Participate in professional development opportunities and workshops to enhance knowledge and skills.

Resource Development and Management:

- Develop and curate a variety of instructional materials and resources to support reading and mathematics instruction and intervention.
- Manage and maintain a well-organized resource library for use by students and staff.

Parent and Community Engagement:

- Communicate effectively and regularly with parents regarding students' progress and strategies for improvement.
- Organize and participate in parent-teacher conferences and workshops to support parents in promoting literacy and number fluency at home.

The CAS Coordinator may also undertake other duties, as assigned by the Head of School, Assistant Head of School, and/or Director of CAS.

Qualifications:

- Four-year degree, preferably in education, counseling, and/or special education (Masters' degree, preferred)
- Trained and certified in the Keys to Literacy program and/or an Orton-Gillingham based program
- Knowledge of various reading assessment tools and methodologies
- Proficiency with assistive technology tools
- Proficient with Microsoft Suite and Google Suite
- Strong interpersonal skills and the ability to collaborate effectively with students, teachers, parents, and other stakeholders
- Excellent organizational, time management, and communication skills
- Passion for helping students develop strong reading skills and a love for learning
- 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 check: All employees and volunteers undergo a comprehensive background check.

Application: To apply, send a cover letter and resume to Holly Ziemer, Assistant Head of School, at hziemer@evansvilledayschool.org. Please include "Coordinator, Center for Academic Success" in the subject line.