



ROCKSOLID

CHRISTIAN ACADEMY

Academic Support Coordinator Job Description

The Academic Support Coordinator is an integral member of the leadership team with responsibility for helping to implement the strategic vision and mission of Rock Solid Christian Academy as determined by the Board of Directors. The Academic Support Coordinator reports to the Principal and provides leadership for students' academic needs. Specific responsibilities include:

- Model the mission, vision, and values of Rock Solid Christian Academy.
- Provide academic, college, and career advising to students.
- Work with students, teachers, and parents to create academic intervention plans. Create and oversee 504 plans and IEPs.
- Maintain and prepare student records including transcripts, report cards, and graduation requirements.
- Create and assign students and teachers to yearly course offerings.
- Work with the teachers and Principal to develop and maintain a cohesive academic program.
- Coordinate dual credit courses with CCU and RSCA teachers.
- Oversee the annual testing program.
- Work with department heads and Principal to evaluate and recommend curriculum.
- Apply for and manage Title funding.
- Prepare annual demographic and funding reports for the Principal and Board.
- Assist with the admissions process.
- Provide assistance to the Principal with the daily running of the school.
- Serve as the back-up administrator in the absence of the Principal.
- Support with the discipline and discipleship of students.
- Assist the Principal with modeling, creating, and facilitating a collaborative learning community.
- Assist the Principal and Board with creating a positive faculty and student culture.

Qualifications:

- As a committed Christian, maintains a vibrant relationship with God and fully agrees with and embraces the Rock Solid Christian Academy statement of faith.
- As a life-long learner, possesses a growth mindset and eagerness to explore new ideas and approaches.
- Demonstrates a dedication to the cultivation of students' intellectual, spiritual, social, physical, and emotional development.
- Demonstrates leadership skills from a servant-leadership model.

- Maintains high standards of excellence in all work and takes responsibility for positive outcomes.
- Excellent written and verbal communication skills.
- Ability to work well in a collaborative environment.
- Commitment to the mission, vision, and values of Rock Solid Christian Academy.
- An understanding of and commitment to the principles of Christian education and the University-Model.
- A Bachelor's degree is required. Master's degree preferred.
- Two (2) years of relevant work experience in an academic setting preferred.

This is an 85% part-time, exempt position. Salary range: \$30,000-\$35,000. Candidates must be able to pass a background check.

Rock Solid Christian Academy is a University-Model K-12 school in Denver, CO. Our mission is to partner with parents to equip students for a lifetime of learning and glorifying God through community, discipleship, and a Christ-centered, University-Model of education.