



K-12 Resource Specialist Job Description

Crossroads Christian Academy

Job Goal: Provide a broad range of services in support of students and provide workshops and training sessions for teachers.

Line of Authority: Works in conjunction with division principals and the curriculum and instruction coordinator. Reports to the school counselor.

General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader.
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in the international school setting (preferred).
- Have effective communication and organizational skills.
- Be a team player, responsive to the school board and school staff.
- Have a strong command of both English and Spanish (preferred).

Professional Qualifications

- Bachelor's degree in Education (with special needs endorsement), Psychology, Social Science, or Counseling.
- 3 years of experience (preferred)

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions, and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Resolve conflict biblically.
- Maintain active participation in a local body of believers.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

Specific Responsibilities:

- Develop a program for CCA that addresses both student learning needs and exceptional students.
- Evaluate students for the purpose of identifying needs.
- Work with external specialists as needed.
- Support the instructional program for students with learning needs and exceptional needs.
- Create and implement Individualized Education Programs (IEPs) for students with diagnosed learning disabilities.
- Teach/Instruct students for the purpose of ensuring successful progress towards students' goals and objectives.
- Work with both parents and teachers to report progress and talk about any problems or incidents that are affecting a students' ability to succeed.
- Provide ongoing student assessment and evaluation.
- Provide instruction in the content areas (as indicated by the IEP or testing recommendations).
- Provide teacher training on related topics.

General Responsibilities:

- Handle confidential information carefully and exercise discretion.
- Be intentional with the integration of Biblical truth into all areas of teaching and learning.
- Be a lifelong learner integrating technology, best practices, and sound pedagogy.
- Arrive to work, meetings, and other obligations on time.
- Provide timely feedback on student work/progress and continually update student records in FACTS.
- Handle discipline issues and communicate promptly and professionally with parents/guardians.
- Show sensitivity to students with different abilities, backgrounds, and religious preferences.
- Attend all scheduled school events. This includes but is not limited to Open House, Parent/Teacher conferences, Faculty meetings, graduation and other events as indicated by the school calendar.
- Conduct him/herself at all time in ways that honor and glorify the Lord and represent CCA positively as outlined in the Faculty Handbook.
- Complete other duties as assigned.