



PROVIDENCE CHRISTIAN SCHOOL

A Classical Christian School

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- A ministry of First Presbyterian Church -

Providence Christian School

Opportunity Statement & Job Description

Director of Student Learning Services

Mission: *By God's grace, we are striving to be a school that impacts the entire family and encourages each student to become all that God calls him to be.*

Providence Christian School (PCS) exists as a ministry of First Presbyterian Church (FPC) in partnership with local families who share FPC's vision for classical, Christ-centered education. This educational model emphasizes character development and academic excellence. The families of the school will be seen as having the primary responsibility for the spiritual, intellectual, and physical instruction of their children. The school's aim is to provide a loving atmosphere that complements a godly home.

Overview:

The Director of Student Learning Services (SLS) will lead and oversee comprehensive learning support services across divisions, while maintaining an active role working directly with students. This position requires a visionary leader with strong communication skills who can build the framework to expand the scope of the school's current SLS program while being careful to maintain alignment with the mission and vision of PCS. The ideal candidate will lead a team of specialists to implement research-based practices while ensuring consistent, high-quality support services across all grade levels. Reporting to the Head of School, the Director of Student Learning Services will be an active member of the school's leadership team, collaborate with all division leaders, and provide recommendations for areas of growth.

The Director of Student Learning Services will:

- be a strong and mature Christian who is a member in good standing at an Evangelical church.
- agree and support PCS's statement of faith and classical Christian philosophy of education
- adhere to The Westminster Confession of Faith, The 1689 Baptist Confession of Faith, The Belgic Confession, or The Heidelberg Catechism.
- possess a clear understanding that each student is made in the image of God and is His workmanship, created in Christ Jesus for good works prepared beforehand to walk in them.
- be an engaged learner who constantly seeks opportunities to grow while encouraging others to do the same.
- be a dynamic and strategic thinker.
- be an authentic individual who leads with transparency and highest standards of godly integrity and confidentiality.
- be a data driven, collaborative decision maker.

- toggle between big picture vision and day-to-day execution.
- be a clear communicator who possesses excellent listening, verbal and writing skills.
- be a relationship builder, demonstrating personal flexibility and a sense of humor.
- be a visible presence in the school community.
- be goal oriented and have strong organizational skills.

Required Qualifications:

- Bachelor's Degree, with strong preference for Master's Degree, in Special Education, Curriculum & Instruction, Psychology, or related field.
- Minimum of (3) years experience in teaching students with learning differences.
- Strong understanding of child development, psychology, academic skill progression, and the impact of disabilities on learning.
- Ability to assess student progress and tailor instruction to address learning gaps and executive functioning skills.
- Proficiency in the Microsoft Office suite and other relevant educational technologies.

Primary Duties and Responsibilities:

- Develop and implement a comprehensive vision and plan for the (SLS) program across all divisions, creating paths both for students who require accommodations and modifications.
- Stay current with educational research and best practices in learning support, special education, and differentiated instruction.
- Analyze student performance data to inform program decisions and resource allocation.
- Establish standardized processes for student referral, assessment, and support implementation across divisions.
- Create systems that maintain accurate, detailed, and confidential documentation and reporting of all student support and interventions.
- Supervise learning support staff across all divisions, including determining future staffing needs.
- Work with other division leaders to provide professional development opportunities for all faculty.
- Foster a collaborative culture among (SLS) staff, classroom teachers, and administrators.
- Build and maintain strong relationships with school families.
- Participate regularly in cross-divisional meetings to ensure consistency in practice and communication.
- Monitor student progress through regular individual meetings, adjusting accommodations and modifications as needed.
- Foster student self-advocacy and independence in implementing learning plans.
- Collaborate with the Head of School to establish admissions criteria consistent with the mission of the school.
- Participate with the Head of School and Director of Finance in the development of budget criteria as it relates to personnel, curriculum, and facilities.
- Possess knowledge, communicate, and execute all legal requirements associated with the (SLS) program.
- Perform other duties as assigned by the Head of School.