



Job Title: Accommodations Coordinator

Reports to: Grammar School Head

Salary

- Starting pay - \$23,800
 - \$2,000 stipend for teacher's certification
 - \$2,000 stipend for applicable Master's Degree
- Accommodations Coordinator receives the following tuition remission rates:
 - In the teacher's first year- 25% tuition remission
 - In the teacher's third year- 35% tuition remission
 - In the teacher's fifth year and beyond- 50% tuition remission

Supervises and/or is the on-site coordinator for:

- Dyslexia therapy providers
- Occupational Therapy interns
- Visiting speech therapists

Character Qualities

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional and modest

Relational Qualities

- Possesses good people skills and communicates effectively using acceptable English in written and oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Has the ability to delegate and follow-up
- Consistently gives and receives feedback
- Is able to diffuse difficult situations, solve problems, and respect confidentiality
- Visible on campus and at school activities; recognizes the sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

Role Specific Responsibilities

- Oversees the management of student diagnostic records in Renweb
- In consultation with classroom teachers, refers students for diagnostic evaluation
- Meets with diagnosticians and school districts to review testing results (ARD mtg attendance)

- In consultation with parents and teachers, crafts appropriate accommodations for each school year and manages their approval before school begins.
- Plans a minimum of two training sessions for parents and teachers to ensure implementation of appropriate accommodations at home and school.
- Provides ongoing resources and expertise to Valor administrators and teachers as needed.
- Observes students with accommodations in the classroom in order to determine needed services, accommodations, and/or possible retention.