

## STEP COORDINATOR JOB DESCRIPTION

**General Description:** The coordinator shall prayerfully challenge students to grow as Christian servant leaders to take their place as responsible members of the Kingdom of God; to train the whole child to their highest academic, social, physical and spiritual potential; to teach a Bible-based education from a historic Reformed perspective.

**Qualifications:** The coordinator shall be one whom God has graciously chosen to save as evidenced by his or her receiving Jesus Christ as Savior and Lord. The coordinator shall be a regular participant of an evangelical church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The coordinator shall reflect the purpose of the school which is to honor Christ in every class and in every activity. The coordinator shall be a one who believes he/she is called of God to the teaching profession and to working with children with special needs.

The coordinator shall have experience working in a Special Needs classroom and shall have experience developing goals and educational plans for Special Needs students.

Other qualifications may be added by the Board as deemed appropriate.

**Contracted by:** School board upon recommendation of the administrator for one year.

**Responsible to:** Administrator and his designees

**Responsibilities:**

**Spiritual:** The coordinator shall—

1. Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
3. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
4. Be a willing tool of God’s Spirit to motivate students to accept God’s gift of salvation and grow in their faith, understanding that salvation is ultimately the sovereign work of God.
5. Continually strive after growth in his or her Christian life.
6. Consistently be growing in awareness of indwelling sin, and taking the steps necessary to conquer it.

7. Seek to maintain progress in his or her walk with the Lord by being accountable to at least one other person.

**Professional:** The coordinator shall –

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
3. Provide input and recommendations for administrative and managerial functions in the school.
4. Attend and participate in scheduled devotional, in-service, retreat, committee, faculty, and School Association meetings.
5. Know the procedures for dealing with issues of an emergency nature.
6. Contribute to the general improvement of the school program.
7. Refuse to use or circulate confidential information inappropriately.
8. Perform any other duties that may be assigned by the administration.

**Instructional:** The coordinator shall –

1. Recognize the role of parents as primarily responsible before God for their child's education and assists them in the task.
2. Work collaboratively with parents, teachers, administrators, and other STEP personnel to create a student schedule that provides the minimum amount of time in the STEP room as possible.
3. Prepare student educational plans based on information provided including but not limited to IEPs, 504 plans, testing, assessments, classroom observation, and teacher/parent conferencing.
4. Oversee the implementation of student educational plans by STEP personnel and make adjustments as necessary based on student progress and collaboration with the STEP team.
5. Provide direct oversight to STEP aides and serve as the first line of authority in regard to aide performance and fulfillment of program expectation.
6. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Weekly Lesson Plan Book.

7. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and teaching methods.
8. Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
9. Plan a program of study that, as much as possible meets the individual needs, interest and abilities of the students, challenging each to do his/her best work.
10. Create plans that employ a variety of instructional aids, methods, and materials (including the general education curriculum) that will provide for creative teaching to reach the whole child; spiritual, mental, physical, social and emotional.
11. Provide the administrator with classroom and curriculum needs. Specific needs, background, and research should be provided so that the administrator can make an informed decision about purchases and personnel.
12. Plan through approved channels the balanced use of field trips, guest speakers, and other media.
13. Use homework effectively for drill, review, enrichment or project work, and never as punishment.
14. Assess the learning of students on a regular basis and provide progress reports as required. Provide grades that accurately reflect the student's effort, progress, and ability to reach the goals that have been set.
15. Keep proper discipline in the classroom and on the school premises for a good teaching environment.
16. Inform the administration if you are unable to fulfill any duty assigned.
17. Prepare adequate information and material for a substitute.

**Non-instructional:** The coordinator shall –

1. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Notify the administration in writing with justification of any policy he/she is unable to support.
3. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.

4. Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of failure.
5. Maintain a clean, attractive, and well-ordered classroom.
6. Supervise extra-curricular activities, organizations and outings as assigned.
7. Support the broader program of the school by attending extra-curricular activities when possible.

**Personal:** The coordinator shall –

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
2. Meet everyday stress with emotional stability, objectivity and optimism.
3. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity and respect.
4. Respectfully submit and show loyalty to constituted authority.
5. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with school policy.
6. Use acceptable English in written and oral communication. Speak with clear articulation.
7. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
8. Place the teaching ministry ahead of volunteer work.
9. Make an effort to appreciate and understand the uniqueness of the community.

**Evaluation:** Performance of these responsibilities will be evaluated on a periodic basis, at least but not limited to, once a year as deemed necessary and prudent by the administration and School Board.