



# Plymouth Christian Academy

## Secondary Interventionist

### Job Title: Secondary Interventionist/Executive Functioning Coach

#### Overview:

We are seeking a **full-time Secondary Interventionist/Executive Functioning Coach**. This position will play a vital role in assisting students to develop and enhance their executive functioning skills and provide support to secondary students who have service plans. You will work with students to identify areas of improvement, create personalized strategies, and provide ongoing support to help them achieve their goals. This position requires a deep understanding of executive functioning processes and the ability to tailor interventions to meet the unique needs of each client, as well as the ability to monitor and identify students who need support.

#### Responsibilities:

##### Assessment and Goal Setting:

- Conduct comprehensive assessments to evaluate students' current executive functioning skills.
- Collaborate with students to establish specific, measurable, achievable, relevant, and time-bound (SMART) goals.

##### Individualized Coaching:

- Provide one-on-one coaching sessions to students, focusing on improving executive functioning skills such as time management, organization, planning, prioritization, goal setting, and problem-solving.
- Develop personalized strategies and action plans based on students' strengths, challenges, and goals.
- Offer ongoing guidance, feedback, and encouragement to support students in implementing strategies and overcoming obstacles.

##### Skill Development Workshops:

- Design and facilitate workshops or group sessions on executive functioning skills for students, families, and staff.
- Develop educational materials and resources to supplement coaching sessions and workshops.

##### Collaboration and Communication:

- Collaborate with families and teachers to ensure coordinated support for students.
- Maintain open and effective communication with students, families, teachers, and administrators to provide progress updates, address concerns, and adjust strategies as needed.

##### Documentation and Evaluation:

- Keep detailed records of student progress, coaching sessions, and interventions.
- Evaluate the effectiveness of interventions and adjust approaches accordingly to maximize outcomes.

## **Personal Qualifications:**

The Secondary Interventionist shall....

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be actively involved and faithful in attendance at a local, church which has a Statement of Faith in agreement with the school's Statement of Faith
- Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.

## **Qualifications:**

- Bachelor's degree in education, psychology, counseling, education, social work, or related field (Master's degree preferred).
- Previous experience in coaching, counseling, or teaching, with a focus on executive functioning skills development.
- Strong understanding of executive functioning processes and strategies.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work independently and collaboratively in a multidisciplinary team environment.
- Empathy, patience, and a genuine desire to help individuals achieve their full potential.

## **Preferred Skills:**

- Certification in coaching, counseling, or related fields.
- Familiarity with various assessment tools and techniques for evaluating executive functioning skills.
- Experience working with diverse populations, including children, adolescents, and adults.
- Knowledge of relevant educational laws and policies (e.g., Individuals with Disabilities Education Act).
- Proficiency in using technology and software applications to support coaching and communication efforts.

**Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.**