Southern Teachers is assisting University School of Jackson in its search for the Director of the Jones Academic Center to manage the Learning Center’s daily operations, which encompass recommendation and implementation of classroom accommodations, tutoring, retention efforts, and testing. Reporting to the Division Directors and serving on the Lower School administrative team, the Director oversees learning support programs associated with student academic preparation, retention interventions, and developmental education and support.

The Director develops, implements, and maintains Academic Center policies, procedures, and budgets; manages all activities related to training programs and initiatives; and supports students directly in one-on-one coaching and small group instruction utilizing research-based best practices. He or she collaborates with teachers to identify and support students who may need early intervention in math and/or literacy; assesses instructional effectiveness; meets with families to discuss psychoeducational evaluations; and designs Educational Support Plans to be implemented by classroom teachers. The Director develops tools to evaluate and report student growth; ensures that at-risk students are receiving appropriate instructional interventions; and always communicates in a professional, tactful, and courteous manner with students, parents, employees, and faculty. He or she regularly meets with the Middle and Upper School testing coordinators to ensure divisional alignment regarding accommodation expectations.

The ideal candidate has an advanced degree in Exceptional Education or a related field; a minimum of five years’ experience working in a school-based or similar setting providing learning support for students; and familiarity with interpreting psychoeducational evaluation reports and recommendations and developing learning support plans. He or she collaborates with teachers, students, and parents and collaborates with learning specialists, support staff, and faculty in the best interest of every student. The Director stays abreast of current and developing trends in education and learning assistance programs.

University School of Jackson, located on 125 acres in northwest Jackson, attracts students from throughout West Tennessee with its challenging curriculum, strong athletic and fine arts programs, and emphasis on character education. USJ is a nondenominational, nonsectarian, college preparatory school dedicated to academic excellence and to the founding principles of faith, service, and scholarship. Its mission is to instill a passion in its students for academic, artistic, and athletic excellence, while committing themselves to personal integrity, mutual respect, and lifelong learning.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in August 2022.