Lower School Director of Educational Resource Programs  
Charlotte Country Day School  
Charlotte, North Carolina  
charlottecountryday.org

Southern Teachers is assisting Charlotte Country Day School with its search for a Lower School Director of Educational Resource Programs to support students’ learning needs by partnering with teachers, overseeing tutors, and working closely with contracted specialists. The Educational Resource Program (ERP) provides individualized support and comprehensive academic resources for students in junior kindergarten through grade 12 and extensive guidance for students, parents, and faculty to build life-long habits and individual achievements. The program helps students navigate Country Day’s curricular expectations and maximize their academic potential.

Reporting to the Head of Lower School and the Assistant Head of School, the ERP Director acts as a case manager for and monitors ERP students; serves on the Student Support Team; works with teachers to support individual students’ academic growth; provides summaries of educational psychological reports; partners with the Lower School’s Director of Studies and the Counselor to facilitate strategy meetings with teachers (grades 2-4) and with the Reading Specialist; and serves as a resource for families. The Director also oversees tutors: communicating policies, scheduling sessions with students, ensuring best intervention practices, and providing the HR Manager with monthly billing information. He or she facilitates meetings to review testing reports with psychologists, parents, teachers, and directors; works closely with contracted speech-language pathologists and occupational therapists; and facilitates communication between teachers, tutors, and outside support.

Candidates should have experience with special education and/or supporting students with language-based learning differences. They must be able to communicate effectively and honestly while demonstrating care and compassion for students and families, demonstrate enthusiasm for directing the Lower School ERP, be effective at providing support for teachers and parents of struggling students, and possess human relations skills with students, parents, and peers. The Director will be expected to seek out information on methodology and remain current regarding trends in intervention to enhance the quality of student learning and understanding.

Through excellence in education, Charlotte Country Day School develops the potential of each student by fostering intellectual curiosity, principled character, ethical leadership, and a responsibility to serve. Country Day’s Affirmation of Community guides the community daily in sharing similarities and celebrating differences and is one of the few schools in the country that has developed such a specific, yet aspirational roadmap for living as an authentic, inclusive community.

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 July 2022.