



JOB DESCRIPTION

Position Title: Student Support Advocate

Updated: March, 2026

POSITION SUMMARY

The Student Support Advocate (SSA) provides academic support services at Northside Christian School. This role exists to help students grow in their ability to learn, love, and live Jesus Christ by ensuring that students with diverse learning needs receive appropriate care, guidance, and academic support.

The SSA serves as the primary point of contact for student academic concerns and works collaboratively with teachers, parents, and administrators to develop and implement effective student support plans. This position helps oversee processes related to student intervention, Student Care Agreements (SCA), Individualized Education Programs (IEP), Evaluation Team Reports (ETR), and Section 504 accommodations, while maintaining strong communication between the school and local public school district support services.

The Student Support Advocate is a full-time position with responsibilities that may include up to four weeks of work during the summer months, depending on school needs and budget approval.

POSITION QUALIFICATIONS

Spiritual Commitment

- Be a mature Christian able to give a personal testimony of faith in Jesus Christ.
- Be an active member of a like-minded local church
- Demonstrate a life that reflects Christian character and supports the mission of Northside Christian School.

Personal and Professional Qualities

- Demonstrate strong organizational and administrative skills with attention to detail.
- Exhibit excellent written and verbal communication skills.
- Demonstrate the ability to work effectively with students, parents, teachers, and administrators.
- Show initiative, strong work ethic, and the ability to manage multiple responsibilities.
- Maintain professionalism and confidentiality in all matters related to student information.

Professional Requirements

- Hold an associate or bachelor's degree from an accredited college or university.
- Experience working with educational plans such as IEPs, 504 plans, or similar student support documentation is preferred.
- Demonstrate strong problem-solving and collaboration skills when working with student support needs.
- Communicate regularly with the Principal and Director of Student Support to ensure awareness of student needs and intervention efforts.
- Attend required meetings, professional development sessions, and school events.

SPIRITUAL LEADERSHIP

- Model Christ-centered character and biblical values in daily interactions with students.
- Integrate biblical truth and worldview throughout all areas of instruction.
- Encourage students to grow spiritually alongside their academic development.
- Promote a classroom culture that reflects love, respect, and Christlike conduct.
- Support the spiritual mission of Northside Christian School in all classroom activities.

STUDENT SUPPORT AND INTERVENTION

- Serve as the first point of contact for students experiencing academic concerns or learning challenges.
- Maintain open communication with classroom teachers to identify students who may require individualized support.
- Monitor student progress through grade tracking, classroom observation, and teacher feedback.
- Plan and coordinate individualized student support opportunities during the school day or before/after school when available.
- Work collaboratively with teachers to provide targeted interventions such as reading groups, math groups, or other academic supports.
- Provide classroom support for individual students or small groups as needed.
- Assist with testing accommodations and classroom modifications when required.
- Support the academic transition and integration of new students entering the NCS community.

MANAGEMENT OF STUDENT SUPPORT PLANS

Oversee processes related to student support documentation including:

- Student Care Agreements (SCA)
- Individualized Education Programs (IEP)
- Section 504 accommodations
- Evaluation Team Reports (ETR)

Responsibilities include:

- Coordinating yearly or bi-yearly SCA review meetings.
- Communicating plan updates and adjustments with teachers and parents.
- Participating in ETR and IEP meetings related to district processes.
- Reviewing student accommodations and modifications annually.
- Clearly explaining student support processes to teachers, parents, and students.
- Coordinating with Westerville City Schools Special Education leadership when referrals or evaluations are necessary.
- Communicating legal rights and permissions to parents when required.
- Coordinating outside interventions funded through programs such as the Jon Peterson Scholarship when applicable.
- Maintaining communication with intervention specialists and external support services.

STUDENT INTERVENTION AND EVALUATION

- Coordinate Response to Intervention (RTI) processes when a learning concern or disability is suspected.
- Implement RTI plans typically lasting 3–9 weeks to evaluate student needs and appropriate interventions.
- Train and collaborate with classroom teachers to implement intervention strategies.
- Track student progress through interim reports and academic monitoring.

- Assist with documentation that may be used in district evaluation referrals.

RESEARCH, TRAINING, AND PROFESSIONAL SUPPORT

- Research and evaluate intervention strategies to support diverse learning needs.
- Identify tools and instructional methods that can improve student learning outcomes.
- Provide coaching and guidance to teachers, instructional aides, tutors, and parents regarding effective intervention strategies.
- Assist the Director of Student Support with entrance evaluations of prospective students when appropriate.
- Support staff development in best practices related to academic support and learning accommodations

COLLABORATION AND COMMUNICATION

- Maintain consistent communication with teachers regarding student progress and support strategies.
- Communicate clearly with parents regarding academic concerns, intervention plans, and student progress.
- Work collaboratively with administration to ensure effective student support structures are in place.
- Serve as a resource for teachers regarding student learning needs and support strategies.

ADDITIONAL RESPONSIBILITIES

The Student Support Advocate may also assist with other school needs, including:

- Serving as a substitute teacher when needed.
- Monitoring study hall periods (which may also provide opportunities for targeted student support).
- Teaching occasional classes when appropriate.
- Assisting with other academic support needs as directed by school administration.