



## **AIM Director**

*K-12<sup>th</sup> Grades*

### **AIM Director (K-12)**

#### *Position Overview*

The K-12 AIM Director shall be a born-again Christian who feels called by God to this position and who meets the spiritual, professional, and academic expectations of North Hills Christian School. The AIM Director prayerfully leads, oversees, and manages the K-12 AIM (Academic Individualization & Modification) program. Performance will be evaluated in accordance with school policy and this job description.

This is a full-time, 12-month position reporting to the Executive Director and working collaboratively with the Lower, Middle, and High School Principals.

### **Required Personal Qualities**

The AIM Director shall:

- Have received Jesus Christ as personal Savior and display a clear Christian testimony.
- Believe the Bible is the authoritative Word of God and the standard for faith and daily living.
- Model Christlike character in attitude, speech, and conduct, in accordance with biblical standards.
- Be an evangelical Christian aligned with the school's Statement of Faith.
- Be an active member in good standing at a Christian church.
- Demonstrate spiritual maturity and leadership, practicing Scripture study, prayer, and unity within the Body of Christ.
- Communicate effectively with strong written and verbal English skills.
- Exhibit emotional stability, sound judgment, and optimism during daily challenges.
- Maintain confidentiality with all sensitive information.
- Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Maintain a personal appearance consistent with Christian standards and school policy.
- Support parents as the primary educators of their children and assist them accordingly.
- Respect and submit to constituted authority and communicate concerns appropriately.
- Value and seek to understand the school community, contributing to unity and positive culture.
- Prioritize the educational ministry above outside commitments.



## Minimum Qualifications

Minimum of 3 years teaching or relevant experience  
Bachelor's degree  
Willingness to pursue a Master's degree in Special Education  
Hold or be willing to pursue ACSI certification

## Preferred Requirements:

Experience in a Christian school environment preferred  
Master's degree in Education  
Two or more years of administrative or leadership experience

## Primary Job Responsibilities

### 1. Leadership & Mission Alignment

- Ensure all AIM programs and practices align with the board-approved mission and core values of NHCS.
- Serve as the educational and administrative leader of the AIM department for grades K–12.
- Articulate AIM program expectations, processes, communication standards, behavioral guidelines, and departmental goals.
- Provide a supportive, orderly, and Christ-centered learning environment.

### 2. Faculty Oversight & Support

- Supervise, observe, and assist AIM faculty in curriculum implementation, instructional strategies, and classroom management.
- Review, evaluate, and support academic programming and teacher performance.
- Recommend hiring, assignment, and retention of AIM personnel to the Executive Director.
- Lead AIM teacher orientation, ongoing training, mentoring, and evaluation to ensure adherence to school policies and best practices.
- Foster unity, collaboration, professionalism, and high morale among the AIM team.
- Conduct regular AIM department meetings addressing academics, spiritual concerns, policies, and professional growth.

### 3. Student Support & Academic Guidance

- Monitor academic, emotional, social, and spiritual needs of students receiving AIM services and develop plans to meet these needs.
- Provide academic guidance, support, and oversight of AIM student records, modifications, accommodations, and achievement measures.
- In conjunction with division principals, oversee AIM grading practices, progress monitoring, and standards used by teachers for evaluating student performance.



- Maintain accurate student attendance, documentation, and AIM compliance records.

#### 4. Curriculum, Assessment & Compliance

- Collaborate with the Academic Strategy Team regarding mission alignment, learning goals, materials, instructional methods, and assessment practices.
- Ensure compliance with state regulations, accreditation requirements, and all legal guidelines related to student support services.
- Assist with standardized testing interpretation and goal-setting for AIM students.
- Assist with the IEP process in coordination with local public school districts.

#### 5. Schoolwide Collaboration & Communication

- Work closely with the Executive Director and all divisional principals to ensure unified K–12 AIM operations.
- Serve as a consultant to classroom teachers on instructional strategies, behavior intervention, and general school procedures.
- Support coordination of cocurricular and extracurricular activities as they relate to AIM students.
- Maintain effective communication with parents, teachers, and administrators.

#### 6. Admissions & Placement

- Participate in the admissions process involving testing, interviewing, and evaluating applicants for appropriate AIM placement.
- Review and recommend AIM services for new and returning students.
- Maintain complete and accurate records for all AIM students and program documentation.

#### 7. Visibility & School Culture

- Maintain a regular presence in AIM classrooms and learning spaces.
- Address issues promptly and professionally, keeping Administration informed of any significant concerns.
- Support extracurricular and schoolwide events as able.

#### 8. Additional Responsibilities

- Prepare annual schedules, assignments, and caseload distribution for AIM teachers.
- Support and advance the broader mission of the school through participation in school events.
- Utilize professional development for continual growth.
- Perform other duties as assigned by the Executive Director.



NOTE: This job description is not intended to be comprehensive. Employees may perform other related duties as requested to meet the ongoing needs of the organization.

[Employment Application](#)

Please submit resume, cover letter, and completed employment application to Kelly Lookadoo, [klookadoo@northhillschristian.com](mailto:klookadoo@northhillschristian.com).

