



## **Job Description: Teacher**

### **Qualifications:**

- Ability to interact and effectively communicate with culturally diverse, psychologically or behaviorally challenged population.
- Assertive, self-confident, and sensitive in working with teens and staff.
- Organized and dependable.
- Possess a valid driver's license and a good driving record without restrictions, except for glasses.
- Demonstrate spiritual, social, emotional, and intellectual maturity.
- Solid family orientation on which to draw when modeling this value to the clients a plus.
- Leader, self-starter and creative.
- Ability to handle many tasks at one time
- Flexibility is key in accommodating the changing demands of the daily school activity.
- Ability to see past the academic and deal with the spiritual.
- Good judge of character; be discerning.

### **Duties:**

- Coordinate daily school activities, ensuring that scheduling isn't overlapping, and that there is sufficient staffing/volunteers each day.
- Facilitate communication for all staff, volunteers and parents (via weekly Newsletter (prepared by School Receptionist), weekly meeting minutes, weekly updates to parents (sent out by School Receptionist)).
- Attend weekly staff meetings, prepare agenda, and follow up accordingly, preparing minutes as necessary, and delegating responsibilities beyond what is discussed in the meetings.
- Maintain STMS (A.C.E. Software Management System), and finalize Progress Reports/Transcripts.
- Coordinate School Events, *i.e.*, Parent/Teacher Conferences, In-Service
- Order Stanford 10 Test and administer to students, as deemed necessary.
- Oversee fire and tornado drills. Keep documentation sheet for fire department accurate. Turn in at end of year.
- Meet with A.C.E. representative about program once a year. Prepare year-end report for A.C.E. for status.
- Attend training for A.C.E. program requirements each year.
- Coordinate Friday events with School Receptionist so she can do the prep work.
- Plan field trips ahead of start of school year. Plan academic and community service trips. 2 per month with 1 service and 1 academic.
- Direct full-time classroom aide and place him/her for coverage where needed according to schedule.
- Inspire achievement in student with praise/encouragement, motivating, disciplining to build character.
- Supervise extra-curricular activities such as field trips, movies, etc.

- Participate in daily devotions with students; be discerning, disciplined, and consistent.
- Provide topic for daily journaling, review journals and comment accordingly.
- Expedite students' daily routine: answer questions, tutor, quiz on self-tests and score tests.
- Initialing score strips and self-tests; and determine student's readiness for PACE tests.
- Answer academic questions, adding information, and enhancing understanding.
- Oversee morning exercise during breaks for teens (in gym or outside; generally a walk).
- Listen to oral reports; grade essays, papers, poems, etc.
- Administer and oversee diagnostic testing to ensure students are working at their appropriate academic level.
- Prescribe curriculum, supervise testing, compile, report and file academic test results.
- Meet with students to determine future goals and plans. Based on student's desires, formulate an individual plan to assist them, including education (secondary, GED, college, standardized testing, etc.), job training, career aptitude testing, etc.
- Work with Lighthouse Christian Academy (LCA) regarding Dual Enrollment for accredited diplomas.
- Equip students to set goals and reach objectives, including: assistance with applications for school/jobs, financial aid forms, scholarship searches, loan applications, etc.
- Work with Counselor to handle arrangements (housing, education, employment, etc.) for student's departure from the program.
- Help promote school, increase enrollment, and assist with any ideas to raise funds for school.
- Coordinate with students' school to insure all school and state requirements are being met.
- Prepare curriculum order for School Receptionist to place; maintain curriculum inventory.
- Prepare reports for newsletter and board meetings quarterly.
- Send weekly prayer requests and praise reports from school perspective for weekly Prayer Blog to office manager for ministry.
- Plan graduation; prepare awards with help of teacher's aide, and lead graduation ceremony.
- Order through office manager awards, decorations, tablecloths, balloons, etc. (within budget) for the graduation/recognition ceremony. Work with school receptionist to make sure gym is set up.
- Find a speaker (or do yourself) for the ceremony.
- Oversee all curriculum for extracurricular classes except bible classes. Prepare curriculum so it is considered quality for volunteers with them. Use state standards to drive content of curriculum. Design class contents with volunteer input.
- Counsel students when emotional and behavioral concerns arise. Keep track of all discipline reports and review quarterly.

- Work with teens to consistently appreciate volunteers through notes, cards, verbal acknowledgment and individual meetings.
- Contact volunteers when schedule changes require a shift in their coverage.
- Work with Psychologist at Big Foot High School to maintain IEP maintenance and compliance. Help write performance plans for students holding IEP's.
- Prepare daily schedule. Consult with counselors, school staff, volunteers willing to teach and executive director to ensure it is feasible and works for all parties involved.
- Be available to problem solve with students at a moment's notice.
- Pray with girls daily before lunch.
  
- Required for New Employees:
  - Medical Statement from doctor indicating health sufficient for job
  - Background Check