

Position Title: Learning Lab Teacher - Secondary  
Date Modified: February 2024  
FLSA Classification: Exempt  
Duty Schedule: 10 month  
Reports To: Learning Differences Coordinator  
Position Purpose: Provide assistance to students that are enrolled in the Learning Lab

### **Essential Functions**

- Actively participate, update, contribute to the school improvement plan.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Participate in departmental and divisional meetings.
- Keep personnel records, certifications and other required information current.
- Follow the policies and procedures of the school outlined in the Employee Handbook.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled devotional, committee, staff development, and faculty meetings.
- Satisfactory attendance and punctuality are conditions of employment.
- Contribute to the general improvement of Pantego Christian Academy.

### **Instruction**

- Assist in providing instructional leadership for the program.
- Help advise students on opportunities for additional assistance.
- Assist students in achieving content mastery in their academic subjects.
- Explain directions for tests and assignments.
- Help maintain a quiet work environment for students to utilize for services approved in their learning plan such as extended time testing and small group testing.
- Conduct the Education Action Plan meetings with parents, faculty, administration, and educational specialists.
- Collaborate with teachers to help them to implement Education Action Plans they have in their classroom.
- Help monitor students' academic progress.
- Encourage and assist students in managing their overall coursework.
- Assist in encouraging students to develop, practice and implement specific skills to assist them in their progression as learners.
- Assist in maintaining communication between the home and school.
- Assist in scheduling of students into The Learning Lab.
- Assist in keeping records of students current.
- Successful experience working in a team environment.
- Serve in areas deemed necessary by the Learning Differences Coordinator.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum.
- Teach classes as assigned and scheduled by the administrator.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work.
- Employ a variety of instructional aids, methods, and materials (including technology) that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional, creative.
- Assess the learning of students on a regular basis.

- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Participate in curriculum development programs.
- Keep current in subject area and instructional methods with continuing education.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Keep students, parents, and the administration adequately informed of student deficiencies.

#### **Service**

- Actively promote and participate in school activities.
- Serve in areas deemed necessary by the administration.
- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Contribute to the general improvement of Pantego Christian Academy.

#### **Relationships**

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego Christian Academy.
- Willing to help and mentor other teachers.
- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Exercise friendliness and consideration, treating students without partiality.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

#### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

#### **Education and Experience**

- Minimum: Bachelor Degree in Special Education from an accredited school
- State Teacher Certification
- ACSI Certification

#### **Skills and Qualifications**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and is loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speaks with clear articulation.
- Recognize the need for good public relations; represent the school in a favorable and professional manner to its constituency and the general public.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.
- Effective communication and interpersonal skills.
- Proficient with computer and related software.

**Physical Requirements**

- Regularly stand, talk, hear and interact with students.
- Be able to occasionally lift up to 30 lbs.
- Regularly uses close and distance vision.
- Turn, bend, reach for teaching tools.
- Maintain professional appearance (as outlined in the Employee Handbook).