

Position Title: **High SAS Learning Lab Teacher**

Last Updated: December 2022

Reports To: Head of Academic Collaboration and Culture

Status: Full-Time, Permanent, Exempt

Schedule: Monday through Friday, hours as required

Benefits: Full benefit eligibility

Growth &

Evaluation: Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations: Faculty](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

Summary

Description: This faculty member will join a collaborative learning community, focused on the school's mission, partnering to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth. In fulfilling our mission, Fellowship Christian School hires and retains passionate, talented, diverse educators to offer a rich and engaging curriculum, preparing our students to be lifelong learners and citizens well equipped to address local and global challenges.

Overview

Student Academic Support exists to provide students the opportunity to maximize their learning abilities in order to reach their full academic potential. The Learning Lab Teacher works within the SAS program and within each separate division to provide support to students enrolled in the SAS program. The Learning Lab Teachers work as a team to implement the program framework and case management in one specific division. The SAS Learning Lab Teacher will have the opportunity to shape, teach, and support students enrolled in the SAS program.

Essential Characteristics

- Highly organized
- Collaborative leadership skills
- Adept at conflict management
- High Emotional Intelligence
- Deeply empathetic
- Knowledge of special education laws
- Willingness/ability to model and implement best practices
- Experience with language-based learning differences (dyslexia, etc...)
- Wide array of proven strategies for children with learning differences
- Customer service mindset
- Effective communication skills
- Problem solver
- Self-driven

Responsibilities

- Current Students
 - Model best practices for student learning and teacher pedagogy
 - Collaborate with SAS Department Chair and SAS teachers to implement formal Accommodation Plans for students meeting eligibility
 - Meet with new parents/students to review Accommodation Plans as needed
 - Monitor the implementation of Accommodation Plans for current students who receive updated testing as needed
 - Administer routine assessments for students enrolled in the SAS program and communicate information gathered with parents through SAS Weekly Reports
- Teachers
 - Support teachers with necessary knowledge and skills to execute best practices
 - Utilize the co-teaching model with all classroom teachers as needed
 - Assist school leaders with securing qualified SAS teachers
 - Assist with programming and implementation of accommodations
 - Writing Accommodation Plans and meeting with families to share data, celebrate growth and analyze needs and next steps for students
 - Continue to self-reflect on professional needs for support and resourcing
 - Collaborate with division SAS Department Chair on a regular basis to identify educational strategies that best deliver instruction to students in support of their academic needs and model those strategies
- Administrative
 - Research special education topics of interest/concern to share with classroom teachers, parents
 - Implement a reporting template to engage in regular and consistent reporting/updating with parents
 - Attend all department, division, all school meetings, parent accommodation meetings and other pertinent meetings regarding caseload students
- Student Data & Communication
 - Regularly and consistently interface with SAS students and families
 - Ensure that all SAS student counts/student data are accurate for documentation purposes
 - Maintain student confidentiality at all times
 - In conjunction with school leaders including the SAS Department Chair and division principal, respond to and resolve difficult and sensitive inquiries and complaints regarding SAS students and programming
 - Provide quarterly updates to SAS Department Chair division Principals about students in SAS. This includes, but is not limited to data about progress, relative strengths and weaknesses, standards and non-standard accommodations and program goals/objectives.

- Continuously communicate and provide excellent customer service for SAS through coffees, website program descriptions, conferences, phone calls, email and newsletters

DIVISION SPECIFIC

- **HS:**
 - Provide 4 grade levels support within the school year.
 - Meet with parents and teachers on an as needed basis as the students will need less adjustments in this division.
 - Help to monitor SAT and ACT accommodations for students within the SAS program.
 - Assist in planning and executing in collaboration with the SAS Department Chair and Assistant Principal, the logistics of Final exams in both December and May as well as ACT and PAST administrations regarding accommodations.
 - Plan and execute in collaboration with the SAS Department Chair and assistant principal, the logistics of ERB regarding accommodations.
 - Attend Open Houses, Coffees if possible
 - Continue to collaborate with the division SAS Department Chair and redesign of the previous support program addressing the needs of current students.
 - Investigate and provide opportunities to assess students in the SAS program to monitor progress using research based assessment tools.
 - Work with the college counseling department and administration regarding scheduling and preparations for graduation.
- **Additional Responsibilities:**
 - Have a personal relationship with Jesus Christ
 - Sign the Fellowship Christian School Statement of Faith
 - Acknowledge and understand Fellowship Christian School's Mission Statement
 - Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
 - Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
 - Report inappropriate behavior to School Administration in order to maintain a safe learning environment
 - Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
 - Abide by and comply with all school policies and regulations
 - Other duties as requested or assigned per the HACC, division Principals, or Head of School
- **Qualifications:**
 - Bachelor's degree required with a preference for a Masters
 - Preferred three to five years similar experience, preferably with direct experience in academic environment

- Preferred experience working with children who have learning challenges
 - Preferred experience with co-teaching
 - Specialized training in teaching Reading
 - Preference for a candidate who is Orton Gillingham trained
 - Must be able to work intuitively and independently as well as part of a team
 - Strong organizational skills for multi-tasking and prioritizing responsibilities
 - Communicate effectively both orally and in writing
 - Understand and perform duties within scope of authority
 - Understand and interpret rules and written direction and apply to specific situations
 - Must work effectively with colleagues, faculty, and students by practicing respect for deadlines, collaborative problem solving and honest communication
 - Perform duties effectively with many demands on time
 - Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School
 - Solid working knowledge of Word, Excel, Internet, knowledge, and use of RenWeb database management a plus
 - Positive attitude and presentation with a strict sense of confidentiality
 - Must have the ability to work in a school environment by successfully passing the school mandated background check process and Ministry Safe training
 - Possess a valid state driver's license
 - Regular and consistent attendance and punctuality is required and a condition of employment
- Physical Qualifications:
 - Regularly required to listen, physically direct, and speak
 - Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, squatting, climbing
 - Use of hands and finger to manipulate office equipment, handle, or feel and reach with hands and arms
 - Specific vision abilities required including close vision, distant vision, color vision and depth perception
 - Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands, and fingers
 - Must be capable of occasionally carrying and moving small objects
- Working Environment:
 - The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
 - The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
 - Duties performed routinely within an office environment and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.