



Achievers' Center for Education

(210)690-7359 *fax(210) 690-7307 *5084 De Zavala Road, San Antonio, Texas 78249 *achieversforeducation.org

Achievers' Center for Education is a small Christian school, located San Antonio, Texas. It offers a unique opportunity to work with a dedicated staff and a small group of 6-12th graders with a variety of special needs, ranging from learning disabilities to moderate cognitive and developmental delays. We are blessed to have a positive, relaxed work environment and tremendous parental, congregational, and community support. For more information, please call Janet Roper at (210) 690-7328 or visit www.achieverscenterforeducation.org.

Resumes for full time employment are being accepted now. Please send resume with contact information for 4 references to janet@uchurch.tv.

Co-Teaching Duties and Responsibilities

I. PURPOSE OF JOB

To support the Mission Statement of the school by responsibility to actively supporting lesson plans developed by the lead teacher. Typically, co-teachers assume the lead teacher role for some subjects during the day and/or when lead teachers cannot serve as such. LESSON PLANS SHOULD CLEARLY COMMUNICATE THE CO-TEACHER'S ROLE AND RESPONSIBILITIES.

II. GENERAL RESPONSIBILITIES

Duties include, but are not limited to those specified in the individual's employment contract, as well as the following:

A. Support Planning For Learner Centered Instruction

- Demonstrate knowledge of course content and materials.
- Utilize technology in lesson presentation and encourage student use of technology.
- Maintain a safe and clean school environment.
- Help the lead teacher by preparing materials and otherwise, as requested.

B. Instruction and Communication

- Communicate clearly and accurately (directions, orally, in writing, etc.).
- Use effective questioning and discussion techniques and, when appropriate, encourage students to use higher level thinking skills.
- Engage students in learning by using a variety of educational strategies.
- Demonstrate effective use of structure, sequencing, and pacing.
- Assist the lead teacher to assess student performance by use of a variety of tools: rubrics, portfolio work, oral and written evaluations, etc.
- Demonstrate flexibility and responsiveness to meet students' needs.
- Take an active role in curriculum review and revision.

C. Maintain a Positive Classroom Environment

- Engage in respectful interaction with students.
- Support reasonable and appropriate expectations/goals for student learning and communicates high expectations for achievement.
- Support the lead teacher to manage classroom procedures effectively.
- Manage student behavior by communicating clear expectations, monitoring, and appropriate responses to student behavior (utilize *Love & Logic* principles).
- Actively supervise and interact with the students.
- Demonstrate a clear understanding of specific duties within the classroom.

D. Professionalism

- Keep appropriate records as requested by the lead teacher, Chief Operating Officer, or designee.
- Exhibit the ability to work with others and maintain a positive and encouraging attitude.
- Adhere to the Staff Covenant and all school policies and procedures.
- Participate in professional development events.
- Contribute to the school through service (club sponsors, duties, etc.).
- Attend school functions (2 PTO meetings and other special school wide events).
- Attend and participate in staff and in-service meetings.
- **Defer to the lead teacher** regarding speaking with parents in a supportive manner about students' progress, accomplishments, concerns, and school information.
- Communicates with Chief Operating Officer regarding the needs of students and families as well as program needs.

III. QUALIFICATIONS

The person selected for this position must be committed to Christ and His Church, with a love for children and their families. A Bachelor's Degree, teacher certification, and/or Special Education certification and/or training are preferred. The person selected must:

- A. Have the desire and ability to serve in team ministry;
- B. Be at least 18 years of age with no significant criminal background;
- C. Have experience working with youth (preferably those with special needs);
- D. Be able to interact effectively with both children and parents;
- E. Be able to work effectively with other staff members, while being flexible and creative;
- F. Obtain training as required (First Aid course, CPR, Youth Child Safety Training, etc.);
- G. Be able to lift 40 pounds;
- H. Have a negative T.B. test and all appropriate vaccinations;
- I. Work to maintain an appropriate level of physical and mental/spiritual health.

IV. ACCOUNTABILITY

Co-Teachers will be supervised by, and accountable to, their Lead Teacher, the Chief Operating Officer, and the HR Committee. An Observation and Performance Evaluation will be provided and documented in writing at least annually.