



Achievers' Center for Education

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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.

Teacher Duties and Responsibilities

I. PURPOSE OF JOB

To support the mission statement of the school by planning and implementing Christian, developmentally appropriate, coursework for a group of middle and high school age students.

II. GENERAL RESPONSIBILITIES

Duties include, but are not limited to; those specified in the individual's contract of employment and the following:

A. Planning For Learner Centered Instruction

- Demonstrate knowledge of course content and materials.
- Plans developmentally appropriate lessons and activities to address the learning styles and special needs of students.
- Utilize standard, school-wide format for lesson plans.
- Select and prioritize key knowledge and skills.
- Utilize technology in lesson presentation and encourage student use of technology.
- Maintain a safe and clean school environment.
- Design activities that promote student learning (includes organizing field trips, etc.)
- Take an active role in curriculum review and revision.

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 (Davis, etc.)
- Demonstrate effective use of structure, sequencing, and pacing.
- Evaluate 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.
- Implement curriculum developed collaboratively with Curriculum Committee.
- LESSON PLANS SHOULD CLEARLY COMMUNICATE THE CO-TEACHER'S ROLE AND RESPONSIBILITIES.

C. Maintain a Positive Classroom Environment

- Engage in respectful interaction with students.
- Communicate and support reasonable and appropriate expectations/goals for student learning and communicates high expectations for achievement.
- Manage classroom procedures (transitions, effective use of support staff, volunteers, etc.).
- 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.
- Work to resolve student and parent/sponsor conflicts at the earliest appropriate time and with the least intervention of others necessary, generally following the dictates of Matthew 18:15-17.

D. Professionalism

- Submit lesson plans to the Chief Operating Officer upon request.
- Keep appropriate records, including evidence of student evaluation and progress, discipline, progress reports, observations and work samples.
- 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/serve the school using individual gifts, talents, and qualifications (example: assist in coordinating safety drills, administering individual testing, lunch and student monitoring duties, club sponsorships, etc.).
- Attend school functions (2 PTO meetings, and other special school wide events).
- Attend and participate in staff and in-service meetings.
- Speak with parents in a supportive yet candid, accurate and plain manner about students' progress, accomplishments, concerns and school information.
- Communicate with Chief Operating Officer regarding the needs of students and families as well as program needs.
- Demonstrate both ability and willingness to be flexible and creative, yet accountable.
- Work to maintain appropriate levels of both physical and mental/spiritual health.

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 minimum of a Bachelor's Degree is required. Teacher certification is preferred as is Special Education certification and/or training. The person selected must:

- A. Have the desire and ability to serve in team ministry;
- B. Be at least 18 years of age and have a valid, current teaching certificate; with no significant criminal background;
- C. Preferably possess experience with youth who have special needs;
- D. Be able to interact effectively with both children and parents;
- E. Be able to work effectively with other staff members, and possess the ability to be flexible;
- F. Obtain training as required (First Aid course, CPR, Youth Child Safety Training, etc.);
- G. Be able to lift 40 pounds; and
- H. Have a negative T.B. test and all appropriate vaccinations.

IV. ACCOUNTABILITY

Teachers will be supervised and accountable to, the Chief Operating Officer and Human Resources Committee. An Observation and Performance Evaluation will be provided and documented in writing at least annually.