



The Oaks Classical Christian Academy
Job Description
Support Roles 2026 - 2027
Family Ministries Coordinator

The Oaks Classical Christian Academy, a University-Model school in Martin County, FL, is seeking qualified applicants for a Family Ministries Coordinator for the 2026-2027 school year.

[Please click here to apply for a job at The Oaks.](#)

Overarching Staff Member Expectations

Candidate must attend church services regularly in an evangelical, Christian church that could support The Oaks Statement of Faith. Candidate should have a strong knowledge of scripture and the Biblical worldview, be a born-again Christian, and show a genuine love for the Lord. Additionally, candidates for these roles should understand the discipleship model and University-Model well in order to uphold our model and support families in it.

- Spiritual Leadership - The staff member is expected to consistently exhibit love, joy, peace, and spiritual maturity before his students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written Word and to incorporate it into class discussions. Active participation in any staff meetings and school-wide events is expected.
- Professionalism - The teacher is to consistently and joyfully demonstrate pride in The Oaks by his/her work, punctuality, speech, attitude, dress, attention to duties, and commitment to student and family confidentiality.
- It is expected that the teacher will comply with all school policies and guidelines.

Duties of the Family Ministries Coordinator

Family Ministries is a very important cornerstone of our school. University-Model schools are not only required to have a family ministries component, but we also believe it is crucial to help parents flourish as para-teachers by supporting them with events, get-togethers, mentors, training, and support programs that equip them spiritually and academically.

While The Oaks partners with families who should have the support of a home church, we are a functioning body of believers. As such, our work may overlap with a home church—but should not completely overlap or replace it—in our support of families and students.

The primary work of the FMC will be with parents (not students), but he or she should work well within the staff team and coordinate with others for smooth operations. She should understand well the mission of University-Model schools and how we partner with families to fulfill the vision of The Oaks. She should also understand the unique position of The Oaks as a fulltime private school, operating with para-teacher (parents) to give parents more time with their children.

The FM Coordinator should work as a supporter, encourager, and connector, connecting the parents back to the school for any major needs that should be covered by a teacher, academic dean, or administrator. As such, she is not expected to cover every need, but to connect needs to problem solvers or a wider support system.



The FM Coordinator will:

- Plan a calendar of events designed to equip parents academically, teaching them to teach well on their Satellite Campus. The Oaks facilitates at least:
 - One event per quarter
 - One Signature Event in winter/spring
 - Monthly coffee connections, casual events designed to bring parents together to talk, give announcements, encourage each other, and/or pray
- Play a leading role in planning the Summer Parent Conference, including choosing topics and recruiting presenters.
- Plan, attend, and lead (or help lead) a New Family Dinner each fall.
- Compile resources (docs, articles, videos, podcasts, or books) helpful to new and returning parents - post on ClassReach and/or distribute as needed.
- Assist the head of school in the family “lifecycle,” helping to improve the family experience at The Oaks to ensure new families are prepared with proper expectations and current families feel supported.
- Plan and execute or oversee family check-ins once per semester to identify problem areas where families are struggling (can train and use mentor moms to help make these calls).
- Run Mom Mentor and/or Sidekick program to give new and returning families support through counsel, prayer, and friendship.
- Oversee volunteer Care team to ensure families going through seasonal trials have help and prayer where needed.
- Oversee prayer team to make sure families and the school are covered in prayer.
- When needed, go to a family’s house to help troubleshoot Satellite Campus days.