



## Educator Position Summary

Educators form the core of our Light House staff. They interact daily with students for the purpose of strengthening their academic success and Christian character development.

Teaching is not a mission, but there is an aspect which involves ministering within and beyond the classroom for the good of the larger community. These individuals must have a passion for their career. They must be able to craft lessons which engage students and stimulate learning and at the same time build relationships of mutual trust. It is important they know how to organize and manage a class and make learning a rewarding and meaningful experience.

## Job Responsibilities

- Using the grade-level curriculum established by Light House Academy, create daily lesson plans at grade appropriate levels which are engaging, educational and exciting for students. Ultimately we want them to be excited about coming to school. It is also important to weave goals, competencies and objectives into lesson plans in ways that directly apply to the student's life.
- Where appropriate, develop additional lesson materials to meet the educational goals of the grade and student. This can include resources outside the established curriculum, but the curriculum committee must review the materials before implementation.
- Deliver lessons in a way that catches the attention of the students and keeps them engaged and excited about learning.
- Include diverse lesson activities when possible. Students vary in their learning style so include an assortment of presentation methods and activities.
- Develop personalized lesson plans when needed and provide individualized instruction as reasonably necessary.
- Use assessments to modify instructional methods to fit individual student's needs.
- Oversee student behavior both in the classroom and in other designated spaces throughout the school, and during off campus trips.
- Balance praise against constructive criticism; openly acknowledge students when they do well and provide additional resources when they are struggling.
- Conduct student performance assessments using tests, projects, assignments and participation to gather evidence of overall student academic progress throughout the school year.
- Review and/or grade homework regularly to keep students and parents updated on how they are doing and to redirect problems before they become a habit.
- Administer tri-annual progress probes and annual achievement tests.
- Prepare and share reports on student progress with parents and administration.



- Maintain records (documentation) for each student as pertains to their school performance. This includes but is not limited to report cards, assessment scores, meeting notes, observations, events or interactions which warrant documentation.
- Provide regular communications to parents to keep them engaged in our school, your classroom, and their students. Routinely communicating with parents/guardians about student progress strengthens relations and helps manage student progress.
- Employ remote learning tools when necessary.
- Whether employed full or part time, work as a team with other teachers, administration, and school board.
- Be flexible with personal schedules for the occasional evening activity, field trip, etc.
- Participate in school-wide events, both on and off campus
- Provide input and direction for developing policies and plans which impact all students.
- Use school resources and obtain additional supplies with a frugal mindset.
- All staff on duty at any time during school hours are obligated to be ready to assist in any emergency or situation requiring immediate attention.
- Staff need to be on time and in place for the entire school day. Each teacher is individually responsible for their students, whether in or out of the classroom, on or off campus, or during the lunch hour.
- Reflect the principles, policies and practice of Light House Academy as outlined in the General and Employee handbooks and our Statement of Faith which overlays all we do and stand for.

## Job Skills & Requirements

### Required:

- Bachelor's degree or an appropriate course of study pertaining to child development, or a waiver of formal credentials by the Board.
- Organized and able to multitask.
- Competent classroom management skills
- A Biblical Worldview and Christ-like mannerisms.
- Ability to lift up to 25 pounds and spend the majority of their day on their feet as they teach and interact with students.
- Have a working knowledge of school technology, including Google products, email and texting communications and other office related equipment and materials.
- Participate and engage in staff and personal development meetings.

### Preferred:

- Bachelor's degree in education
- One year of teaching experience



## Kindergarten Educator Position

The Kindergarten Educator can usually fulfill their duties and responsibilities within an average 8½ to 9 hour day over a five-day week. There will be times, however, when goals can only be met by investing additional time, either evenings or weekends. The educator's challenge is to grow these fledgling students into young, responsible individuals who can be a witness to the other Academy students and their surrounding community of friends and acquaintances, too.

In addition to all the requirements itemized under Educator Position Summary, it is necessary that the Kindergarten Educator recognize two things:

1. Their students are entering the world of school and they may or may not be fully ready for the challenge.
2. Young students thrive on interactions and require a steady flow of diverse activities to keep their attention.

## Kindergarten Educator Responsibilities

- Oversee students in kindergarten, and occasionally grade 1, in all areas of classroom management, lesson planning and delivery, and overall student behavior and performance.
- Prepare and manage the academic plan for student learning using the authorized materials provided for the curriculum and resourcing supplemental materials for the curriculum committee to review.
- Teach all grade level appropriate subjects, but emphasize those which build both learning and character skills in students.
- Prepare and present multiple forms of lessons both to engage students as well as to determine their learning style.
- Engage in and advise on selecting academic materials for the early education curriculum.
- Oversee and participate in any project or event that is uniquely for Kindergarten.
- Participate to some degree in school-wide activities.



## Elementary Educator Position

The Elementary Educator can usually fulfill their duties and responsibilities within an average 8½ to 9 hour day over a five-day week. There will be times, however, when goals can only be met by investing additional time, either evenings or weekends.

In addition to all the requirements itemized under Educator Position Summary, it is necessary that the Elementary Educator recognize two things:

1. These students arrive with kindergarten experiences and perspectives on learning. It is the Elementary Educator's challenge to guide them into new styles, methods and tools used in the elementary classroom.
2. The students are being prepared to eventually move into the Middle School classroom, which will require students to be able to function more independently and complete their lessons in new ways.

## Elementary Educator Responsibilities

- Oversee students in grades 1 through 4, in all areas of classroom management, lesson planning and delivery, and overall student behavior and performance.
- Teach the core subjects: math, science/health, social studies/history, language arts (English/grammar and literature) and a devotional or Bible study.
- Prepare and manage the academic plan for student learning using the authorized materials provided for the curriculum and resourcing supplemental materials for the curriculum committee to review.
- Engage in and advise on selecting academic materials for Elementary curriculum.
- Oversee and participate in any project or event that is uniquely for Elementary.
- Participate to some degree in school-wide activities.
- Help grow these students into young, responsible individuals who can be a witness to the other Academy students and their surrounding community of friends and acquaintances, too.

## Current Online/Offline Software Used at LHA

- Google Classroom (limited use in Elementary)
- Google Suite of products, including docs, slides, sheets, meet, gmail, drive, calendar
- Thinkwave - online grade keeping and report card generation
- AimsWeb+ Probes - tri-annual assessment of student progress
- BJU Iowa Standards - annual assessment



## Middle School Educator Position

The Middle School educator can usually fulfill their duties and responsibilities within an average 8½ to 9 hour day over a five-day week. There will be times, however, when goals can only be met by investing additional time, either evenings or weekends.

In addition to all the requirements itemized under Educator Position Summary, it is necessary that the Middle School Educator recognize two things:

1. They have the responsibility of preparing students for entry into a high school program.
2. Their students are entering into adolescence and their teenage years, which requires the educator to engage them in understanding and managing their young adult behaviors.

## Middle School Educator Responsibilities

- Oversee students in grades 5 through 8, in all areas of classroom management, lesson planning and delivery, and overall student behavior and performance.
- Teach, at a minimum, the core subjects: math, science/health, social studies/history, language arts (English/grammar and literature) and a devotional or Bible study. Art/fine art lessons can also be designed to integrate into core subject lessons as a way of diversifying presentation differentiation.
- Prepare and manage the academic plans for student learning using the authorized materials provided for the curriculum. Additional supplemental materials for the curriculum are welcomed by the curriculum committee for review before implementation.
- Make technology a significant part of the curriculum, but within the constraints of using the tools to honor God. Technology should be balanced against other methods of lesson delivery so that students have broad exposure to all learning resources.
- As needed, engage in and advise on selecting academic materials for the Middle School curriculum.
- Oversee and participate in any project or event that is uniquely for Middle School.
- Participate as needed in school-wide activities.
- Help grow these “upperclassmen” into young, responsible individuals who can be a witness to the other Academy students and their surrounding community of friends and acquaintances, too.

## Current Online/Offline Software Used at LHA

- Google Classroom
- Google Suite of products, including docs, slides, sheets, meet, gmail, drive, calendar
- Thinkwave - online grade keeping and report card generation
- AimsWeb+ Probes - tri-annual assessment of student progress
- BJU Iowa Standards - annual assessment