

EQUIPPING THE NEXT GENERATION

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PACIFICCHRISTIANWA.COM



Summer 2022

To Whom It May Concern:

Are you called to help students who desire to learn, but have some challenges to overcome before their God-given abilities are fully known? Pacific Christian Academy is looking for a teacher of students with learning challenges, who will commit to believing that God has a plan for each student for success in every area of life. We are looking for teachers who have the passion to impact the lives of K through high school students.

Pacific Christian Academy has a rich history of providing Christian education in the Puget Sound region. Our Early Education through 12th grade program will educate approximately 300 students this fall, in an in-person classroom setting. Once a church-sponsored school, Pacific Christian Academy is now a separate non-profit, leasing space from the original "parent" church. We still enjoy a strong relationship with the church.

The mission of Pacific Christian Academy is to "offer families a superior Bible-based education that equips student to be socially relevant leaders who are fully prepared for higher achievement." Teachers promote the mission by accomplishing the attached job description, which focuses on instilling a love for Jesus in each student's heart while challenging the next generation to impact the world for Him.

Our desire is to hire a qualified teacher who is a born-again Christian, whose life is committed to the truth of God's word, and who has passion for equipping students to lead.

We invite you to complete an application on our website at pacificchristianwa.com. Please submit your application, cover letter and resume to info@pacificchristianwa.com. We anticipate God's blessing on you and on Pacific Christian Academy as we seek His plan.

Serving Him,



Debbie Schindler

Head of School

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Affiliations





Pacific Christian Academy Job Description

Title: **Teacher/Student Support**
Department(s): **Student Academic Services**
Hired by: **Head of School**
Reports to: **Dean of Academics**
Evaluated by: **Dean of Academics**

Job Summary:

The Student Support teacher will support all programs offered to students with learning needs/students with an AEP. He or she will engage with teachers to promote best practices that support and enhance the learning of students in the SAS program. He or she will consistently model through all interactions an attitude of Christ-like servant hood, integrity, and accountability. The Student Support teacher will complete the required paperwork for Title funds and all responsibilities and duties, as outlined in this job description.

Required Spiritual Qualities

It is expected that the PCA teacher will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit filled Christian who is in agreement with the PCA mission and vision, doctrinal statement, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others:
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
 - Be committed to God’s biblical standards for sexual conduct.
 - Share the Christian faith with others.
 - Have a Christ-centered home.
 - Actively participate in a local Bible-believing church.
- Believe and actively support the school’s statement of faith.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision, and core beliefs of the school.

Required Personal Qualities/Functions

It is expected that the PCA teacher will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).

- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Teach using best educational practices, including teaching to the objective/learning target, student engagement and assessment.
- Manage the classroom and individual students with a firm, grace-filled accountability to high behavioral expectations.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Attend Open Houses, Student Showcases, and events as requested by the Head of School.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of the PCA and the local community.
- Place her/his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Required Professional Qualities/Functions

It is expected that the PCA employee will ...

- Hold a bachelor degree in education.
- Hold ACSI certification or complete the requirements for certification
- Minimum of two years of classroom teaching experience
- Demonstrate competency in computer literacy, have a basic proficiency in the Microsoft suite, produce an attractive newsletter and well-written e-mail
- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School.
- Seek and accept constructive evaluation of her or his own job performance.
- Attend all PCA Professional Development and workshops recommended by the Head of School.
- Attend all meetings, during and after school, as requested by the Head of School.
- Encourage students by attending school events as able.
- Desire to serve students with special needs

Professional Expectations of the Position

General

- collaborate with the administration in the continuing development of the Student Academic Services Program
- prepare requested reports for the Head of School and Dean of Academics
- write annual professional development goals based on the strategic plan
- plan SAS Parent Meetings as needed
- serve on school-wide committees such as curriculum, education, admissions or as requested

- be available to serve on admission teams for students with learning challenges
- attend staffing meetings for students with academic challenges
- accomplish other tasks as requested by the supervisor

Scheduling

- assign students to tutoring times as approved by teachers
- recommend academic course work for secondary SAS students

Materials

- oversee inventory of tutorial and educational materials
- order appropriate educational materials and equipment

Student Placement and Tutoring in SAS

- assess students (or assign testing to other sources)
- evaluate testing data, write initial testing report, determine if placement in the SAS program is appropriate, and communicate recommendations to the Dean of Academics and to parents
- process applications for entrance into the program
- review admission files to determine possible academic or behavioral needs as part of the screening process for general school admission, as requested; receive and follow up on Building Block teacher surveys
- initiate and facilitate special education eligibility assessments with local school districts through Title I programs; tutor students through the fund provided through Title I programs
- write AEP plans for students who qualify for accommodations. Write individualized plans after seeking the input from parents, teachers and the Dean of Academics
- update AEPs annually, with the input of teachers, students and families, supporting adjustments as needed throughout the year
- process all requests for SAT/ACT for special testing concerns
- oversee confidential files of all students in SAS program and those affiliated with the program
- consult with parents of struggling students to discuss educational options, as requested

Teacher Support

- provide support to teachers as they work with AEP students in the classroom
- observe in classrooms and collaborate with teachers to determine accommodations/modifications and teaching strategies for students, as requested

Note: Salaried paid by the local school districts will reduce the salary paid to the SAS personnel by PCA.

Summary of Essential Job Functions

- Must be able to listen carefully and respond with grace and understanding to all members of the school community.
- Must be able to manage time and prioritize daily and weekly tasks.
- Must be able to manage the physical, emotional, and mental aspects of the job.
- Able to lift or carry up to 25 pounds.
- Able to walk forward and backwards.

- Able to project voice so that up to 50 students can hear.
- Able to actively teach a full school day.
- Able to work in a standard classroom and under normal school conditions.
- Able to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Able to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Able to monitor students in a variety of locations including those with noise, activity, and inclement weather.

Work Hours and Compensation

Teaching is a full-time responsibility. Teachers are generally on campus Monday – Friday, 7:30 a.m.-4:00 p.m., as he/she follow the academic calendar. Salary is based on qualifications and work experience. Full benefits include a 50% PCA full time student tuition discount for eligible EE-12 dependents, and 75% medical and dental insurance. Life insurance is a 100% benefit.

Please Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.