



Prestonwood Christian Academy

Job Description

Position: Teacher– Plano Campus
Classification: Salaried Full-time, Exempt
Grade/Subject: US or MS Learning Lab

Reports to both:

- Divisional Principal
- Director of Learning Lab

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness.
- The ability to listen and respond to counsel.

Duties and Responsibilities:

Administer all duties related to students to whom this person is the case manager as follows:

- Monitor student's academic progress.
- Provide instructional and test taking assistance.
- Set up, maintain and manage student records.
- Maintain regular communication with parents, teachers and administration regarding student's progress.
- Coordinate student records, schedules and conferences with other lab instructors under the supervision of the Learning Lab Director.
- Schedule and attend all conferences related to the student.
- Implement and supervise all Student Support Plans (SSPs).
- Distribute copies of all SSPs to parents, teachers and administrators.
- Work as a liaison between learning lab staff, parents, teachers and administrators.
- Notify administration if accommodations are not being implemented in the classroom.
- Supervise learning lab aides assigned in administering extended time on tests.
- Assist other lab personnel with maintaining a safe and orderly lab environment and helps with classroom organization and clean up
- Assist students not under direct supervision that enter the lab for assistance if needed.
- Assist Learning Lab Director in applying for extended time for Learning Lab students taking the PSAT, SAT, and/or ACT.
- Attend all learning lab staff meetings and all PCA Institute meetings.
- Other duties as assigned by supervisor.
- Supports the LS Learning Lab teacher with maintaining a safe and orderly lab environment, grade book, student records and test monitoring
- Helps with carpool and lunchroom duty on a rotating basis as scheduled by administrator
- Assists Learning Lab Teacher in preparing and implementing required activities to support student learning and acquisition of organizational skills. Examples include: assisting students by encouraging and checking recording of assignments in agenda books, teaching organizational and study skills, etc.
- Assists in instructing and supervising students in the classroom

- Maintains classroom supply lists and inventory
- Communicates and shares ideas/concerns with Learning Lab teacher and Learning Lab Director
- Maintains professionalism in regard to making any personal phone calls or taking care of personal business during time scheduled to be with a class and/or teacher
- Maintains confidential information by professional handling and filing of appropriate forms
- Prepares reports by following up on assigned projects
- Maintains professional and technical knowledge by attending workshops; reviewing professional publications, and/or participating in professional organizations

Qualifications:

- Degree in Special Education or related field preferred.
- Degree in Education required.
- Experience in working with students that have a learning difference.
- Strong organization, multi-tasking and time management skills.
- Strong interpersonal and personal skills.
- Proficiency in Microsoft products: Windows and Office.
- Prestonwood Baptist Church member preferred.

Physical Demands

While performing the duties of this job, the employee is regularly required to:

- talk, hear, and see
- stand, walk, sit; use hands, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl.
- Use fine hand manipulation (keyboarding)
- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision requirements include the ability to see at close range

Schedule:

- August – May