



Job Title: Homeschool Coordinator & Teacher

Department: Homeschool

Reports To: Assistant Principal

FLSA Status: Exempt

Job Description

The Homeschool Coordinator will oversee the Homeschool Program at Southeast Christian School. The Homeschool Coordinator will lead in the instruction of homeschool K-5th grade.

Qualifications

Bachelor's degree in Education or related field. Minimum 3 years direct work experience, current Colorado Department of Education Teachers License; ACSI certification, or the ability to acquire within 1 year of employment.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of providing a Christ-centered education, preparing God's children and young adults for works of service, for the glory of God alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Academic Duties

- Build and develop the homeschool program scope and sequence consistent with school standards and grade level abilities, mission & Biblical standards;
- Have ongoing awareness of student skills and learning, and modify instructional methods to fit student's grade level abilities including students with special needs; conduct individual and small group instruction as needed.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Respond appropriately and in a timely manner to parent communications regarding complaints and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences for families in the umbrella program.
- Facilitate, lead or participate in parent meetings as needed.
- Provide input as needed for the school master calendar
- Keep umbrella students and parents informed of student progress or deficiencies.
- Participate in professional learning communities & all required IAP meetings.
- Participate in all professional development activities including peer observations & classroom swaps.
- Supervision of students outside and responsible for overseeing safe playground behavior.
- Collaborate with the administrative team to complete school-wide accreditation requirements.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Actively perform any other duties that may be assigned

Homeschool Coordination

- Give tours to prospective homeschool families
- New student enrollment - work with the Registrar on applications, etc. Communicate with all prospective families throughout the enrollment process
- Plan field trips and events
- Curriculum creation - plan all aspects of theme-based curriculum for the year
- Chapel - plan and lead daily chapel for the students

Physical & Mental Demands

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date