



A *love* for God.

A desire to *learn*.

A commitment to *serve*.

Learning Center Director (FT) Job Description

Thank you for your interest at San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

We are currently seeking an exceptional candidate to fill a role for a Learning Center Director. This position is full-time. Below you will find the preferred qualifications, a job description summary, and how you can apply for the position.

Preferred Qualifications:

- B.A. Education, Masters Preferred
- Personal testimony and commitment to Christian faith
- Commitment to Reformed worldview (Creation-Fall-Redemption-Restoration), SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles
- Classroom teaching experience (to include student teaching)
- Training in the administration of the Woodcock-Johnson Tests of Achievements, Comprehensive Tests of Phonological Processing, and the Gesell Developmental Screening

Job Description Summary:

- Model an exemplary Christian walk in speech and action.
- Treat each child as uniquely gifted by God.
- Evaluate and determine admission of students into the Learning Center through student observation and the administration of the Woodcock-Johnson Tests of Achievements and Comprehensive Tests of Phonological Processing. LC faculty should be familiar with the Gesell Developmental Screening.

- Collaborate with the admissions team to review student files to determine if a student is a candidate for testing or Learning Center enrollment.
- Develop individual student accommodation plans.
- Consult with classroom teachers and parents on an ongoing basis.
- Along with any other Learning Center faculty, provide specialized instruction to students with learning difficulties.
- Implement a rigorous curriculum for academic support in language arts as documented in SJCS Curriculum Trak.
- Prepare and execute regular formative and summative assessments according to standards and learner outcomes; record assessment scores in a timely and organized manner.
- Use data to drive instruction.
- Integrate Throughlines in all lessons and roles.
- Employ effective classroom management strategies and techniques.
- Discipline all students fairly and firmly.
- Communicate with parents regarding lessons, class activities, and student progress in weekly newsletters, parent emails, and attendance at parent-teacher conferences involving the Learning Center students.
- Encourage all students.
- Collaborate with other faculty and staff including the classroom teachers of the Learning Center students.
- Participate in professional development through seminars, courses, and workshops.

HOW TO APPLY

1. [Please complete our job application](#). Once completed, please send the application and your resumé to Jen Baham, Teaching Principal at jbaham@sjchristian.org.
2. We also request that you have the [Clergy Recommendation Form](#) by your Pastor or appropriate church staff member.

Once we receive your Application, Resumé, & Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you can contact Jen Baham, Teaching Principal at jbaham@sjchristian.org.