



A *love* for God.
A desire to *learn*.
A commitment to *serve*.

Job Description

Learning Center Director

Thank you for your interest in 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 School, 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 individual to fill a role for a Learning Center Director. Our Learning Center (LC) provides pull-out instruction for Grades 1-5 students with learning differences in language arts. LC teachers prepare differentiated instruction for small-group classroom instruction, collaborate regularly with classroom teachers, and communicate weekly with LC families. In addition to teaching some of the classes, the LC Director also administers assessments such as Woodcock-Johnson, prepares detailed reports on student learning needs, updates accommodation plans for Grades 1-8 students, and meets with parents to present findings and guide in educational decisions to best support each student's learning journey.

This position is full-time and will overlap with, or be combined with, the MSSA (Middle School Student Advocate) position. 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
- Current teaching certificate to include a SPED credential or SPED experience
- Classroom teaching experience (including student teaching)
- Training in the administration of: the Woodcock-Johnson Tests of Achievement, Comprehensive Tests of Phonological Processing, and the Gesell Developmental Screening
- Personal testimony and commitment to Christian faith
- Commitment to SJCS Statement of Faith, SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles

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 Achievement and Comprehensive Tests of Phonological Processing
- 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
- Communicate with colleagues, parents, and students to assess how well accommodations are working and determine needed changes
- Consult with classroom teachers and parents on an ongoing basis
- Document parent / student / teacher conferences and observations in organized Google Drive files following the historical pattern
- 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
- Encourage all students
- 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
- Collaborate with other faculty and staff including the classroom teachers of Learning Center students
- Participate in professional development through seminars, courses, and workshops

Salary Range: \$60,000 - \$80,000 per year, commensurate with education and experience

How to Apply

1. Complete the Application for Employment digitally or on paper.
2. Complete and/or collect all Supplemental Materials listed on the Application. This will include questions to get to know you better and a Clergy Recommendation to be completed by your pastor or an appropriate church staff member.
3. Once completed, send your finished Application, Resume, and all Supplemental Materials to the Teaching Principal, Jen Baham, at jbaham@sjchristian.org.

Once we receive your Application, Resume, and Supplemental Materials and your pastor's Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you may contact the Teaching Principal, Jen Baham, at jbaham@sjchristian.org.

We look forward to hearing from you!

SAN JOSE CHRISTIAN SCHOOL

Developing a *love* for God, a desire to *learn*, and a commitment to *serve*.