



2402 Mud Lake Road • Plant City FL 33566 • 813 473-2090 • Fax 813 704-2757

POSITION DESCRIPTION

Title: LL Instructor
Reports to: LL Principal and LL AP
Work Year: 10 months

Position Focus: An LL Instructor will pursue and support the vision, mission, and core values of Faith Christian Academy. An LL Instructor will work with the LL Principal, LL AP, and Department Head, and teachers within their department to partner with parents in the training of all elementary school students as Kingdom Educators.

Spiritual:

- *Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ*
- *Motivate others to accept God's gift of salvation and grow in their faith*
- *Follow the Matthew 18 principle in dealing with students, parents, staff an administration*
- *Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character*
- *Subscribe to and promote the statement of faith*

INSTRUCTIONAL RESPONSIBILITIES:

General

- Assist and monitor any school improvement plans pertaining to their department.
- Attend Open Houses, Parent Night, and Graduation.
- Proctor NWEAP MAP assessments as requested by admin.
- Comply with the discipline procedures as outlined in handbook.
- Comply with the procedures as outlined in the employee handbook; teacher dress, request for time off, no social media interaction with students, sexual ethics, etc.
- Enter daily attendance every day.
- Establish office hours for the department and communicate with students/families.
- Monitor departmental compliance with all academic accommodation policies as outlined by Guidance, to include tracking of extra time for students eligible.
- Participate in Club Day as a lead or support to any of our experimental learning experiences/trips.

Instructional Leadership

- Enter homework on a weekly basis, by Friday or no later than Monday of each week.
- Enter grades on a weekly basis to Facts Management and complete all grades prior to end of each quarter.
- Establish grading distribution/weights as directed by department head and monitor on a weekly basis.
- Participate and enter upcoming test and long-term projects into the LL test/project calendar.
- Uphold and comply with department philosophy for homework, missing/make-up work, rigor, and project management.
- Create a course syllabus prior to the start of the school year and seek approval of department head. All

information on syllabus should align with all handbook policies.

- Send a communication to parents within the first weeks of school. Maintain open communications with parents throughout the year; course highlights, upcoming projects, trip, student opportunities, teacher office hours, etc.
- Communicate with parents and student in regards to failing grades and student performance immediately, and document all communications.
- Provide Biblical integration in their prospective subjects.

Curricular Leadership

- Create/Update curricular maps for each course.
- Create/Update lesson plans on a weekly basis. All lesson plans are to be posted in Facts Management within each corresponding curricular map. Lesson plans will be monitored by department heads.
- Create exams and exam reviews and submit to department head prior to established deadlines.
- Assist the department head through the curricular adaptation process of new curriculum.
- Assist the department head with the coordination of curricular resources for their department; preview new curriculum, track and order curricular resources throughout the year, and oversee all student access to curriculum.
- Inventory any physical curricular resources and distribute accordingly.

Professional Development

- Attend weekly PD offerings provided by FCA.
- Keep abreast of current educational practices and attend professional conferences/workshops as made available by department head and Principals.
- Enter PD to FLOCS.
- Monitor and keep abreast of their teacher certification status and progress.
- Establish a practice to reflect and create a plan for obtaining summer PD.

School Culture

- Participate in teacher devotions (optional but they are a blessing!).
- Lead an advisory group and assist with class events as assigned by Principals.
- Attend chapel services and sit with prospective advisory group.
- Attend divisional, departmental, and all pre/post planning meetings as directed by admin.
- Demonstrate support for the school by attending school events and LL events such as fine art events, sporting events, Baccalaureate, LL academic events, and marketing/fundraising events.
- Maintain a school-wide climate of high expectations, growth mindset, and cooperation.