



Advanced and Exceptional Learning Specialist (EC/ A.I.G.) Job Description

Mission: At Triad Baptist Christian Academy, it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing an environment that promotes spiritual growth, to motivate students to have Christ-like attitudes; to establish good relationships with students, prospective students, parents, prospective parents, and other staff members, and to stay current with best practices in high school education.

Spiritual and Educational Job Requirements:

- Graduation from a college or university that is recognized by ACSI.
- Hold an ACSI certification or be able to obtain one upon employment.
- Agrees and signs the TBC Statement of Faith.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBC Statement of Faith.
- Prior classroom experience or education preferred.

Supervisor: Elementary and Middle/High School Principal

Personal Conduct:

- Maintains a close personal walk with the Lord, evidenced by his/her example and spiritual leadership among colleagues; serves as a Christian role model for students.
- Keeps all information regarding staff, children, and their families strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance, and wears a staff badge.
- Schedules vacation days in advance so that adequate backup and supervision will be available.
- Follows all policies and procedures of TBCA.
- Serves in the ministry as a team player, striving for unity in spirit and action.
- Speaks with a united voice in support of final decisions made in the best interest of the school and its programming, regardless of differences of opinion.
- Handles conflict by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, and not participating in gossip or public criticism of people, programs, or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community at large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to the appropriate administrator as necessary.



Essential Job Functions

- Promotes the spiritual aspect of TBCA by teaching from a biblical worldview that is evident in lesson planning and implementation, by encouraging students to have a personal relationship with Christ and encouraging a maturing of this relationship, and by holding students accountable for Christian behaviors.
- Teaches grade level/ subject(s) assigned by the Headmaster, utilizing a course of study as outlined in the Curriculum Guide of TBCA.
- Utilizes the latest technology in the classroom.
- Provides differentiated instruction as needed.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Administers group standardized tests in accordance with the Academy's testing program.
- Satisfies requirements to obtain and maintain ACSI certification.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Participates in curriculum development and other professional committees for Academy accreditation.
- Evaluates students' academic and spiritual growth, keeps appropriate records, and prepares progress reports and report cards.
- Completes paperwork, including but not limited to the following:
 - Grade reports for permanent files.
 - Eligibility reports for athletes.
 - Inventories of classroom equipment/supplies/books.
 - End-of-year evaluation form.
 - Records of attendance.
 - Scope and sequence development.
 - Work necessary for ACSI & Cognia accreditation.
- Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program.
- Creates an effective environment for learning through functional and attractive room décor; classroom and teachers' belongings should be neat and maintained properly. Report maintenance issues to appropriate personnel.
- Supervises students in out-of-classroom activities during the school day.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies. Attend and participate in the following:
 - Morning devotions.
 - Teacher's meetings.
 - Evening programs.
 - ACSI Convention.
 - Other.
- Arrives and departs at the stated times in TBCA's teacher handbook unless time is approved in advance by the Middle/ High School Principal.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.
- Works with the grade-level team to accomplish goals.



Specialist Specific:

- Be able to provide guidance as to the ability of TBCA to serve an elementary/middle school student who has an established IEP, PEP, or accommodation plan already in place.
- Analyze any current plans and advise classroom teachers as to how to best accommodate EC students.
- Provide assistance to classroom teachers in the development of lesson plans that meet students' needs.
- Prepare and facilitate lesson plans to serve 1st and 2nd-grade EC students as well as 3rd-5th grade EC students.
- Prepare and facilitate lesson plans to accelerate student learning experience in 3rd, 4th, and 5th-grade students who qualify for an acceleration platform of learning.
- Facilitate academic coaching sessions to assist middle school students in their learning experience, ensuring that they are best prepared and organized for assessment, projects, and classroom activities
- Provide testing support as needed based on student population and needs.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on a child's level.
- Able to handle positively and productively the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children.
- Able to physically and mentally react immediately to unexpected circumstances.
- Able to stand on feet for long periods, as much as 95% of the shift.

Printed Name

Signature

Date