

Position: High School Supervising Teacher

Location: Monroe County Christian School, Columbia, Illinois

Qualifications:

- Bachelor's degree
- Type 09 certificate or Professional Educator License (PEL), secondary endorsement

Description: Monroe County Christian School is hiring a full-time classroom teacher for our newly formed ninth grade class. This is a hybrid learning environment, using an affiliate school program with NorthStar Academy, and does not require lesson planning, direct curriculum teaching, or grading. It does require multiple avenues of scheduling, monitoring, disciplining, facilitating, important organizational/pacing skills, and tutoring, as needed. Candidate must be a Christian who is ministry-minded and devoted to training up students in a Godly way. This is an established affiliate program with NorthStar online Academy. Please email a resume.

Working days: Mon-Fri **Hours:** 7:30-3:00

Responsibilities include:

- Be a team player and willing to assist co-workers and "pitch in" when needed.
- Be a part of the weekly duty schedule.
- Be imaginative, creative, energetic and demonstrate genuine Christian character.
- Create and follow a daily schedule that fosters a traditional classroom community.
- Must be highly organized and be able to prioritize while adapting to variable individual student circumstances as they arise.
- Participate in events outside of the regularly scheduled work day such as fundraising events, community activities, etc.
- Attend staff meetings and on-site meetings, as required.
- Communicate both verbally and in writing with parents and students regarding progress and concerns.
- Participate in staff development and school improvement activities in order to maintain professional growth.
- Complete the NSA School Supervisor Orientation. This is the most important step for knowing how to "do school" in the NorthStar Academy style.
- Monitor and guide required student online orientation and training.
- Set-up and monitor semester student/group meetings with NSA instructors.
- Using Buzz, observe student activities, grades, feedback from teachers, and pacing for each of the students.
- Check the NorthStar email account often for updates from the teachers or the affiliate schools department.
- With the student(s), download and review the syllabus and pacing guide for each class from the LMS.
- Review the graded assignments the teacher returns through the learning management system.
- Routinely help the student establish a manageable and flexible schedule, so the student stays on pace and remains focused.
- Help the student organize folders and files on their computer desktop for the saving of submitted assignments.
- Monitor the student's schedule and progress using the weekly module calculator.
- Proctor all tests and quizzes.
- Help students navigate any technological issues and facilitate communication with the NSA IT staff with any technology problems affecting NSA classes.
- Must ensure that students are spending enough time in their studies for the achievement of individual academic potential and expectations.
- Report recurring pacing issues and lack of student success to MCCS administration.
- Perform other related duties as assigned.