



Title: Test Prep Coordinator/Teacher
Reports to: US Principal and US AP
Work Year: 10 months

Position Focus: The CCS Test Prep Coordinator/Teacher (TPCT) will instruct HS students in test taking strategies in preparation for the ACT/SAT exam. The teacher will use established techniques and should have experience in teaching either HS Math or English courses, or both. As coordinator they will monitor any employees teaching a test prep course in the HS and ensure proper test prep techniques are being implemented in the course while staying current on any updates or changes to the ACT/SAT exams. The TPCT will track progress of students throughout the course and utilize existing data to create student growth plans. The Instructor will pursue and support the vision, mission, and core values of Cambridge Christian School. An US Instructor will work with the US Principal, US Assistant Principal, Department Head, and teachers within their department to partner with parents in the training of all upper 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 and 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
- All staff are ministers of Christ

INSTRUCTIONAL RESPONSIBILITIES:

General

- Assist and monitor any school improvement plans pertaining to their department.
- Attend Open Houses, Parent Night, and Graduation.
- Proctor mid-term and final exams 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 for every period.
- Establish office hours for the department and communicate with students/families.
- Monitor departmental compliance with all NILD and academic accommodation policies as outlined by Guidance and NILD therapist, to include tracking of extra time for students eligible.
- Participate in J-Term 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 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 US 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 through Curriculum Trak.
- Create/Update lesson plans on a weekly basis. All lesson plans are to be posted in Curriculum Trak within each corresponding curricular map. Lesson plans will be monitored by the DCI.
- Semester and final exams submitted to department head prior to established deadlines.
- Assist the department head and principal 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 required PD offerings provided by CCS.
- Keep abreast of current educational practices and attend professional conferences/workshops as made available by department head and Principals.
- Monitor and keep abreast of their teacher certification status and progress.

School Culture

- Participate in teacher devotions once weekly.
- Lead an advisory group and assist with class events as assigned by Principals.
- Attend chapel services and sit with assigned 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 US events such as fine art events, sporting events, Baccalaureate, Graduation, US academic events, and marketing/fundraising events.
- Maintain a school-wide climate of high expectations, growth mindset, and cooperation.