Job Title: Video Production Teacher

Location: Concordia Academy, Roseville, MN

Position Type: Part-time

About Us: Concordia Academy, a Lutheran High School, provides Christian learning opportunities that invite spiritual growth while nurturing academic excellence. We exist to lead, teach, and inspire students to become all that God would have them be.

Position Summary: This position requires a teacher who possesses a deep understanding of their subject matter, exemplary communication skills, and the ability to inspire and engage students in their learning journey. Responsibilities include developing and implementing curriculum plans, conducting engaging classroom activities, assessing student progress, providing constructive feedback, and fostering a positive and inclusive learning environment.

Reports to: Principal

Supervises: N/A

ESSENTIAL DUTIES & EXPECTATIONS

- Responsible for creating lesson plans, assignments, and evaluations/assessments, to further build upon previously stated goals.
- Use a variety of formative, interim, and summative assessments to track student learning during the lesson, throughout the course of a unit, and throughout each semester.
- Embed essential questions, assessments, and objectives into relevant lessons and units, and promote learning through real-world application.
- Develop, maintain, and evaluate curriculum.
- Maintain accurate and timely gradebook entries including participation grades, assessments, assignments, etc.
- Positively recognize student accomplishments and follow-up with struggling students in an effort to assist them in reaching proficiency.
- Communicate with parents/guardians and appropriate colleagues as needed regarding academic performance and/or behavior.
- Collaborate with other teachers related to best practices and professional development.
- Share learning goals and rubrics with students while hooking student interest and making connections to prior knowledge.
- Orchestrate effective strategies, materials, and groupings to involve, engage, and motivate all students while encouraging them to be active learners and problem solvers.
- Monitor students in real time to address student behavior, assess potential threats, and ensure adherence with academic honesty policies while managing the classroom.
- Incorporate, understand, and utilize technology appropriately, along with proactively seeking

opportunities to better understand and use technology as a tool to augment teaching and learning.
- Appropriately and adequately map all curriculum and lesson plans in the school's utilized LMS. Communicate and enforce high standards for student behavior and promote self-discipline on the part of students.
- Present material from a Christian worldview.
- Faculty members will promote positive and Christ-centered interactions with students, families, community members, and peers.
- Take attendance daily using provided school applications.
- Research best practices for pedagogy and teaching within assigned courses.
- Actively seek improvement in knowledge of subject matter/curriculum.
- Investigate and advocate for new courses/curriculum that will benefit students and student learning.

ADDITIONAL DUTIES & EXPECTATIONS

- Establish and maintain professional relationships with colleagues, students, parents/guardians, and community members.
- Attend all faculty and staff meetings and after-hours events as directed by supervisors.
- Communicate professionally and effectively with parents/guardians, students, and fellow staff members on a timely basis. Student and parent/guardian emails/phone calls are to receive a response within 24 hours of receiving them (excluding weekends, holidays, and emergencies). Responses to fellow staff members must occur within twenty-four hours unless it is agreed that an alternate timetable is appropriate.
- Manage student behavior and take precautions to protect students as an essential function of the teaching position.
- Ensure interactions with collaborative team members and other peers/staff are professional/appropriate.
- Office hours are required for all full-time faculty members.
- Maintain professionalism in attire.
- Attend meetings as assigned and be on time.
- Provide and promote a safe and clean working environment.
- Support lunch supervision duties and help enforce the dress code.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and competencies listed below are representative of the knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education

- Must possess a bachelor's and/or master's degree
- Single Subject Credential/Teacher License preferred but not required

KEY COMPETENCIES

Knowledge

- Knowledge of best pedagogical teaching practices.
- Experience differentiating education to reach all levels and styles of learning.

Skills and Abilities

- Ability to effectively assess the instructional and educational needs of students.
- Ability to clearly and effectively instruct students.
- Select and use appropriate instructional methods and materials.
- Effective active listening skills.
- Effective oral and written communication skills using grammatically correct English to effectively develop written directions, tests, lesson plans, worksheets, and examples.
- Ability to read, analyze and interpret academic literature, student assignments, procedural books/manuals.
- Excellent planning and organization skills.
- Exhibit a student-first focus in all aspects of the job.
- Interpersonal skills to deal respectfully, warmly, and tactfully with students, parents/guardians, and co-workers.
- Work independently and devise new methods for instruction.

PERSONAL CHARACTERISTICS & IDEAL CANDIDATE

- Reflects Christ-like morals, behavior, attitude, and leadership. Integrates faith and prayer in the performance of job duties.
- Active Christian and local church member.
- Ability to articulate his/her Christian faith.
- Exhibits the highest level of Christian integrity in his/her life.
- Demonstrates personal character and a heart for Jesus Christ.
- Demonstrates passion for excellence worthy of Christ.
- Exemplifies a Christ-like attitude in both written and verbal communication.
- Approachable, with an appropriate balance of high expectations, patience, and mentorship.
- A team-player who is willing to listen to the ideas, concerns, and solutions of others.
- Knowledgeable and competent in areas of safe school culture necessary to support school ministry and operations, both curricular and extracurricular.

WORK ENVIRONMENT

- The typical working environment is in an indoor school classroom.
- Duties may occasionally be performed on field trips away from school with varying conditions.
- The noise level in the work environment is usually moderate to loud but may be very loud at times.
- Some events may include working during both day and night shifts, and may provide exposure to dust, odors, oil, fumes, and more.
- Regular contact with staff, parents/guardians, and students; with frequent interruptions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to stand and walk. The employee must have the ability to read, prepare/process documents and to direct others if necessary in carrying out duties.

OTHER DUTIES

Please note this job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Additional functions and requirements may be assigned by Supervisors as deemed appropriate. This document does not represent a contract of employment, and the school reserves the right to change the position description and/or assign tasks for the employee to perform at any time with or without notice, as deemed appropriate by the school.

SALARY: Based on education and experience.

TO APPLY: Qualified candidates should send a cover letter, resume, and references to: Principal, Jasmine Anderson, via email at jasmine.anderson@concordiaacademy.com. Position will remain open until filled.