



Heritage Christian Academy

Equipping Minds | Engaging Hearts | Encountering Jesus Christ

Heritage Christian Academy is committed to hearts and minds being transformed through Jesus Christ to the glory of God.

Orton-Gillingham Tutor **JOB DESCRIPTION**

TITLE:

Orton-Gillingham Tutor

GENERAL DESCRIPTION:

Heritage Christian Academy hires tutors who care about the spiritual and academic growth of students, who maintain high academic standards, and who love Christ and live by biblical principles. *HCA* faculty and staff meet together regularly for prayer, biblical worldview training, celebrations, and professional development. *Heritage Christian Academy* employees understand the essential and foundational importance of living out, and agree wholeheartedly with *Heritage's* statement of faith, social position statements, mission, vision, and core values.

QUALIFICATIONS:

A salvation testimony of faith in Jesus Christ and desire to be in the ministry of Christian education at *Heritage Christian Academy*. *HCA* employees must possess a solid knowledge of the Bible, a growing personal relationship with Jesus Christ, and a demonstrated character of integrity. Orton-Gillingham certification is required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Individual must be comfortable connecting the biblical truths and biblical worldview perspectives to their students' lives
- A demonstrated knowledge of reading, and phonics instruction and a clear pedagogical understanding of how to teach these concepts at an age-appropriate level using the Orton-Gillingham method of phonics instruction
- Ability to articulate and share examples of clear, consistent, and effective classroom management techniques
- Ability to support children's spiritual, physical, emotional, and social needs
- Consistent, loving direction of behavior according to biblical principles and in accordance with *Love and Logic*, as well as *HCA's* core beliefs of behavior management
- Active, responsive supervision to ensure the safety and well being of all children
- Strong service-related people skills and problem solving skills
- Excellent communication skills, including writing and interpersonal conversation
- Developed organization and planning skills
- Collaboration and teamwork abilities

- Patience and empathy in all areas of the school setting
- Positive, encouraging, and compassionate attitude
- Excellent interpersonal skills with regard to students, their parents, and colleagues
- Help reinforce skills and give personalized assistance when needed
- Provide prayer and Godly counsel when needed
- Help students set goals for completion of work
- Make copies and prepare materials for lessons
- Monitor students' progress and communicate with LRC Specialist.
- Instruct students with study skills as needed
- Communicate with teachers about student's assignments, priorities, and required accommodations as based on testing results
- Advocate for student's unique situations
- Re-teach a lesson as necessary
- Provide test/assignments accommodations
- Participate in parent-teacher conferences as needed
- Serve under administrative direction as need arises

ABILITIES AND PERFORMANCE RESPONSIBILITIES:

- Requires adhering to school policy, rules, and regulations
- Must demonstrate punctuality, dependability, and a strong work ethic
- Ability to complete projects on time and follow through efficiently
- Ability to multitask
- Diligence and flexibility
- Attitude of "do what is needed to get the job done"
- Time management skills
- Provide prayer and Godly counsel to hurting students
- Worship and attend ENCOUNTER (chapel)

REPORTS TO:

Elementary Principal

TERMS OF EMPLOYMENT:

Days of Employment: Follow the faculty and staff calendar

Starting Salary: \$27 an hour - based on degrees earned and years of experience

Status: Full-time or Part-time

Benefits (for Full-time):

- Paid Holidays
- Paid Sick Time
- 403b Plan with Employer Matching Contribution
- HSA Savings Plan with Employer Matching Contributions
- HCA Tuition Benefits for Faculty Children
- Deliberate and Extensive Professional Development
- Mentorship Program for New Teachers
- HCA contribution to Health and Dental Insurance Premiums
- Participation in Incentive Compensation Program
- Access to Gym & Weight Room
- HCA paid Life and AD&D Insurance
- HCA paid Long Term Disability Insurance
- Various other employee elected insurance options
- Privilege of working in a Christ-centered workplace