

Job Title:	Reading Specialist
Department:	Academic
Reports to:	Principal
Position Type:	Full-time
Term:	Permanent

Responsibility

To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may receive maximum benefit from the K-12 reading curriculum.

Depending on the campus, this position involves learning either the IB Programme or Cambridge. The school provides comprehensive orientation and training. Prior experience is preferred but not required.

Qualifications

1. Degree in Education (or degree in suitable subject area plus significant experience in education plus willingness to commit to education degree courses)
2. A valid reading specialist certificate
3. A minimum of three years teaching experience
4. Strong demonstrable Christian faith
5. A biblical Christian worldview and understanding of education
6. Strong interpersonal and intercultural skills
7. A commitment to the mission, vision, and values of SPH
8. Ability to work cooperatively
9. A gifting in pastoral care of students
10. Discernment and good judgment
11. Good administrative skills
12. Enthusiasm and ability to work in a team
13. A commitment to personal and professional growth

Duties and Responsibilities

Teaching and Learning

1. Teach a normal load of approximately 1320 minutes/week plus daily homeroom duties, grade and subject meetings, and committees
2. Teach from a biblical Christian worldview and ensure a foundation of Christian faith in all teaching and learning
3. Be well prepared for daily lessons with suitable materials, resources and clear learning objectives
4. Enthusiastically and diligently teach required subject material
5. Prepare learning plans as required with clear objectives and outlines for courses of study following the scope and sequence of curriculum
6. Use a variety of teaching methods and assessment processes which consider different learning styles, abilities, and student needs
7. Establish an effective classroom environment that is positive and disciplined, attractive and hospitable
8. Provide frequent and meaningful feedback to students and parents
9. Collect assessment data as required and relate this to own teaching practice
10. Carry out all supervision duties effectively
11. Work well with a grade-level team in planning and assessment

Relationships/Pastoral Duties

1. Develop respectful relationships with teachers, staff, students, and parents
2. Accept and value similarities and differences in a loving, Christian manner
3. Act as a student advisor and counselor based on biblical Christian faith and principles in both academic and personal matters
4. Interact professionally with teachers, coordinators and other leaders
5. Actively support student activities beyond the classroom
6. Set a biblical Christian example in lifestyle in and out of school
7. Participate in school-organized fellowships and retreats/activities
8. Provide pastoral care and an effective daily devotional program
9. Engage in chapel services and other Christian events
10. Pray with and for students, their families and school community members

Personal Care

1. Maintain a healthy lifestyle
2. Seek personal work-life balance by planning and enjoying periods of recreation and refreshment
3. Regularly attend a Bible-believing church

Professional Development

1. Collaborate with other teachers and administrators in the development, evaluation, and revision of curricula and programs
2. Commit to continual improvement of understanding and practice of effective biblical Christian education
3. Engage in a professional development plan including appropriate workshops and training seminars/conferences
4. Seek to upgrade qualifications and/or educational expertise