



Job Description: Skills Center Co-Teacher

"Discipling young people to make a difference in their world"

Job Classification: Staff
Provisional Period: Yearly contract based on annual evaluation
Department: Skills Center
Assignment Category: Part-/Full-time

Job Description Summary:

The DCS Skills Center Co-Teacher is responsible for assisting in the Skills Center, and for the implementation of Exceptional Student Services for enrolled students at the assigned campus.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a member of DCS.

Specific Job Duties:

- Incorporate skills in biblical integration throughout instruction and be a good model for students and colleagues.
- Be familiar with and follow school handbooks
- Follow the Matthew 18 principle in dealing with conflict with children, parents, staff, and administration
- Maintain a teachable attitude
- Know the procedures for the School Emergency Response Plan and student safety
- Perform duties that are assigned by the Skills Center Coordinator or campus Administrator
- Inform the administration in a timely manner if unable to fulfill any duty assigned
- Regularly attend and participate in school staff devotions, meetings and applicable in-service sessions as agreed upon by the administrator
- Work as a team with other staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- Cultivate respect in children
- Effectively represent the school, its program, policies and philosophy to the community
- Cooperate with administration in implementing all school policies, procedures, and directives governing the operation of the school
- Maintain positive classroom management in the Skills Center to promote a good learning environment
- Help maintain a clean, attractive, well-ordered classroom
- Help meet the individual needs, interests, and abilities of the children, inspiring each to do his/her best
- Modify/accommodate classroom activities, assignments and/or materials in collaboration with the supervising teacher for the purpose of supporting and reinforcing classroom objectives while meeting the requirements of 504/Exceptional Student Plans

- Administer tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom
- Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions
- Participate in professional development
- Work closely with the Skills Center Coordinator to carry out research based strategies to de-escalate and reinforce wanted behavior
- Provide, in collaboration with assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing Individual plans; and ensuring the student's access to inclusive environments
- Attend any problem solving/student meeting and provide input as to the student's progress for the purpose of maintaining a whole student approach to his/her education
- Attend 504/Exceptional Student Plan meeting when appropriate

Performance Standards/Skills required:

- Self-directed
- Maintains confidentiality
- Presents a calm manner
- Capable of multitasking
- Able to flex with interruptions and last minute changes
- Displays good communication skills
- Possesses basic organizational skills/efficient
- Has a teachable spirit
- Can lead a student group effectively

Job Factors:

- **Minimum Education level required:** Bachelor's degree preferred or an Associate's degree with relevant work experience
- **Minimum experience level required:** At the discretion of the Skills Center Coordinator
- **Reports to:** Skills Center Coordinator
- **Supervision exercised:** Students

Specialized Duties:

- Understand the value of providing instructional services to exceptional students
- Assist in the implementation of an Exceptional Student Plan or 504
- Provide direct instruction and work closely with individual and/or small groups of students regarding curriculum in the regular classroom as well as the Resource classroom
- Practice ethical and professional standards of conduct, including the requirements of confidentiality
- Provide behavioral support and management
- Possess knowledge of the elements of effective instruction and ability to apply that knowledge to assist teaching and learning in a variety of settings
- Choose appropriate strategies and techniques to provide instructional support to exceptional students
- Organize and prepare instructional materials for students
- Assist with the design, implementation and enforcement of behavior management plans
- Motivate and assist children
- Use technology to assist teaching/learning