

Job Description

Position Title: Elementary Extended Learning Program (ELP) Instructor

Purpose of Position

The Extended Learning Program (ELP) Instructor is responsible for developing, organizing, and implementing instruction that challenges high ability students through enriched classroom activities and small group instruction. This position fulfills the mission of Des Moines Christian School by equipping minds through engaging, innovative instruction and nurturing hearts by mentoring young people as a spiritual leader and role model.

Position:

- Full-time
- Salaried, contracted employee
- Full-time Benefit Eligible / School Year

Reports To: Elementary School Principal

Evaluated By: Elementary School Principal

Direct Reports: None

Salary Scale/Pay Grade: Teacher

Qualifications:

- Minimum of BA/BS required.
- Holds talented and gifted endorsement or willing to obtain.
- Related teaching experience preferred.
- Applicable Iowa License.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Proven ability to work in a leadership role with diverse groups, including teachers, students, administrators, and parents.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Uses multiple strategies to deliver instruction that meets the needs of learners.
- Demonstrated experience in problem-based learning.
- Uses a variety of methods to monitor learning.
- Exhibits initiative for working with minimal direct supervision, and demonstrates willingness to assume leadership positions.

Responsibilities:

Instructional

- Coordinates the process to identify K-5 students who are achieving at an advanced level including review of student data and testing of students.
- Provides specialized instructional techniques through individual or group sessions designed to meet the educational needs of students.
- Assists teachers in developing and providing academically advanced students with alternative course work through curriculum modification, acceleration, etc.
- Establishes and maintains open lines of communication with students and their parents concerning the broad academic and behavioral progress of all assigned students.
- Remains current with instructional best practices and research to support the needs of academically advanced students.
- Provides support for faculty and students in developing and implementing problem-based learning, STEAM and other innovative learning opportunities.
- Models innovative learning practices which could include co-teaching with other teachers.
- Coaches teachers on methodologies and best practices that can be used to deliver content.

Assessments & Reporting

- Utilizes assessment data as the basis for guiding instructional improvement.
- Completes progress reports on each student as needed.
- Documents ongoing consultation with classroom teachers and maintaining a record of modified instructional strategies and results for each student where appropriate.

Other

- Engages in ongoing professional development opportunities.
- Fulfills professional responsibilities established by the school.
- Performs all other duties as assigned.