



**LEGACY CHRISTIAN ACADEMY  
LLC UPPER SCHOOL TEACHER  
JOB DESCRIPTION**

**Job Title:** LLC Upper School Teacher  
**Department:** Full Time 10 months  
**Reports To:** Director of Legacy Learning Center along with Upper School Principal  
**FLSA Status:** Exempt

**Position Summary:** To fulfill the mission of Legacy Christian Academy through the Legacy Learning Center and Upper School that meets the individual needs and goals of each student within a Biblical Worldview. Work with Director of LLC as well as the Upper School Principal to implement plans, initiatives and events.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**With respect to Learning Center Services for students and families, the LLC Upper School Teacher will:**

- Learn, understand, and implement LLC's mission and purpose
- Serve as a case manager for students qualifying for LLC
- Monitor current testing/ diagnosis
- Track when new evaluation is due and communicate with parents accordingly
- Complete an Education Accommodation Plan and an Accommodation Agreement for each student meeting with the parent as needed and sharing with the classroom teachers
- Complete Checklist and maintain individual folders for student
- Become an expert on each students' learning styles in the divisional program
- Communicate and collaborate with students' teachers
- Monitor that accommodations are being implemented in the classroom
- Communicate at least bi-monthly with each students' parents keeping a log of communication
- Communicate monthly with any specialized outside services the student receives (i.e. Dyslexia, Speech, etc.)
- Maintain classroom learning environment as quiet and safe
- Maintain and manage a quiet testing room
- Teach students to monitor academic progress such as grades, missing work, etc.
- Teach and mentor student organization and study skills
- Teach/ train students how to advocate for themselves
- Help educate teachers on students with learning differences needing accommodations
- Coordinate with director on ACT/ SAT accommodations

**With respect to the Faculty and Staff, the LLC Upper School Teacher will:**

- Counsels and assists teachers toward the goal of academic success for all students.
- Informs and assists teachers in their role in training and educating students.
- Serves as the primary liaison between faculty and students and parents regarding learning needs and accommodations.

**With respect to the Director of Legacy Learning Center, the LLC Upper School Teacher will:**

- Reports to and is directly supervised by the Director of Legacy Learning Center.
- Meets with the Director of Legacy Learning Center weekly, one-to-one.
- Assists the Director of Legacy Learning Center with administrative responsibilities as needed.
- Fulfills other duties and responsibilities as delegated by the Director of Legacy Learning Center.

**With respect to the Upper School Principal, the LLC Upper School Teacher will:**

- Assists the Principals with administrative responsibilities as needed.
- Advises the Principals regarding the academic evaluation of prospective students.
- Fulfills other duties and responsibilities as delegated by the Upper School Principal.

**Competencies:** To perform the job successfully, an individual should demonstrate the competencies as noted in Essential Duties and Responsibilities.

**Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Student/Staff Support** - Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly and solicits feedback to improve support.

**Dependability** - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

**Planning & Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

**Use of Technology** - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelors Degree in Special Education. Teaching certification and three or more years' experience in independent schools, public schools, colleges, or universities.

**Language Ability:**

Ability to communicate clearly in written and oral expression; ability to relate effectively with trustees, school personnel, parents, students, and other school constituent groups and individuals. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of students and staff.

**Reasoning Ability:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of school management software; and basic office software.

**Supervisory Responsibilities:**

None

***Spiritually***, it is expected that the employee will

- acknowledge Christ as Savior and support the school's Statement of Faith and Philosophy Statement;
- demonstrate a desire for spiritual growth, as evidenced by his/her prayer life, Bible study, and spiritual outreach to others;
- be a Christian role model in attitude, speech, and actions towards others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40);
- have a Christ-centered home and actively participate in a local Bible-believing church.

***Professionally***, it is expected that the employee will

- possess evidence of competence or other adequate preparation, background, or experience as determined by the school administrator;
- have a working knowledge of and follow LCA's Employee Handbook, Parent & Student Handbook and Academy Preparedness Plan of Action.

***Personally***, it is expected that the employee will

- sign and live by the school's Lifestyle Statement and Moral Integrity Statement as a condition for employment and continued employment in this ministry;
- be a team player, enthusiastic visionary, problem solver, creative thinker, encourager, and self-starter with a high energy level;
- meet everyday stress with emotional stability, objectivity, and optimism;
- understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and the school;
- develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor;
- recognize his/her own mistakes and take measures to correct them;
- use acceptable English in written and oral communication, and speak with clear articulation;
- refrain from unwholesome talk, including profanity, slang (language widely used and accepted, but not appropriate for godliness) or jokes that may be offensive;
- respectfully submit and be loyal to constituted authority;
- make an effort to appreciate and understand the uniqueness of the community;
- place his/her school ministry ahead of other jobs or volunteer activities; and
- maintain a personal appearance that models cleanliness, modesty, and good taste consistent with school policy.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Depth perception. While performing the duties of this job, the employee is frequently required to walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Employee Signature**

**Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: Supervisor/Manager Signature**

**Date**