



Spring 2018

To Whom It May Concern:

P: 253.943.2500

F: 253.200.1335

33645 20th Ave. S,
Federal Way, WA 98003

Christian Faith School is looking for a Director of Student Academic Services who will work in partnership with classroom teachers to promote the mission of CFS by meeting the needs of students who are uniquely designed by God and need special support as they learn.

Christian Faith School has a rich history of providing Christian education in the Puget Sound region. Our preschool through 12th grade program educates 315 students this year; we believe God desires to grow our enrollment each year. Once a church sponsored school, Christian Faith School is now a separate non-profit, sharing the building with the original “parent” church. We still enjoy a strong relationship with the church.

Christian Faith School is committed to offering families a superior Bible-based education that equips students to be socially relevant leaders who are fully prepared for higher achievement. ” Teachers promote the mission by accomplishing the attached job description, which focuses on instilling a love for Jesus in each heart while educating the next generation to impact their world for Him.

We will hire someone whose life is committed to the truth of God’s Word, who is a born-again Christian and who has a passion for impacting the lives of K-12 students. Experience in a Christian school is preferred.

We invite you to complete the attached application for this full-time position and return it to our HR department: Stephanie Pond at stephaniep@christianfaithschool.com. We anticipate God’s blessing on you and on Christian Faith School as we seek His plan.

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Serving Him,

Debbie Schindler

Head of School



Teacher Job Description

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Responsible to: Head of School

Type of position: Contracted, exempt employee who is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the CFS teacher will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40), including being committed to God's biblical standards for sexual conduct.
- Share the Christian faith with other people.
- Live in a Christ-centered home.
- Actively participate in a local Bible-believing church.
- Believe and actively support the school's statement of faith (attached).
- Evidence the fruit of the Spirit in life..
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision and core beliefs of the school.

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Teacher Job Description

Required Personal Qualities/Functions

It is expected that the CFS teacher will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Teach using best educational practices, including teaching to the learning target, student engagement and assessment.
- Manage the classroom and individual students with a firm, grace-filled accountability to high behavioral expectations.
- Manage the details of reporting attendance and grades on the school management software with efficiency and accuracy.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Collaborate with other staff as needing to support open houses, student showcases and development events as requested by the Head of School.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and 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.
- Defend Biblical principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the school community.
- Place her/his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Please Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



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Director of Student Academic Services Job Description

Title	Director of Student Academic Services
Category	All Teacher Contract Days plus 15 additional days
Department(s)	Student Academic Services
Reports to	Dean of Students

Job Summary

The Student Academic Services (SAS) Director administers and supervises the NILD Educational Therapy Program as well as the support/tutoring programs offered to CFS students. The SAS Director consistently models throughout all interactions an attitude of Christ-like servanthood, integrity, and accountability. The SAS Director carries out the responsibilities and duties as outlined in this job description with a joyful spirit “as unto the Lord”.

Qualifications

1. Proficiency in Christian leadership required to administrate successfully the NILD Educational Therapy Program and to oversee all programs offered to students with learning challenges.
2. Understanding of the Christian world view and CFS mission statement as it pertains to spiritual, professional and academic standards
3. Attributes:
 - Ability to lead with an attitude of “servant” leadership and humility
 - Demonstration of personal and spiritual maturity
 - Ability to mentor and support educational therapists and SAS tutors
 - Ability to manage complex tasks and schedules
 - Desire to serve students with special needs
 - Demonstrate understanding and sensitivity to the impact of Educational Therapy within school/life context
 - Able to think critically (cognitively modified)
 - Able to integrates philosophy of school and the mission statement
4. Proficiency/Mastery of NILD Educational Therapy techniques
 - Administers NILD techniques in the most precise and effective manner
 - Desires continually to improve skills and knowledge
 - Demonstrates understanding of current trends and contemporary issues relevant to the field of special education



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Director of Student Academic Services Job Description

5. Educational requirements

- BA and MA, preferably in elementary and special education
- Valid ACSI and Washington State Teaching Certificate
- Minimum of two years of classroom teaching experience
- Minimum of five years as an NILD educational therapist
- Successful completion of NILD Levels I, II, and III courses
- Maintain current NILD certification

Administration/Leadership

The Student Academic Services Director will:

- collaborate with the administration in the continuing development of the Student Academic Services Program
- prepare regular reports for the Principal and Dean of Academics and represent the department at meetings
- write annual department goals based on a three-five-year strategic plan
- plan and lead monthly department meetings as a means of providing leadership and training
- plan SAS Parent Meetings with the assistance of educational therapists
- seek resolution with all appropriate parties when issues arise within the department

Management

Scheduling

The Student Academic Services Director will:

- assign students to educational therapists
- schedule academic course work for senior high students needing assistance
- assign therapy offices space to educational therapists



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Materials

The Student Academic Services Director will:

- oversee inventory of educational therapy materials
- order appropriate educational materials and equipment for the program

Budget

The Student Academic Services Director will:

- prepare the annual budget for the department in conjunction with the Head of School, Dean of Academics and the finance office
- communicate with the finance office on department questions and issues
- approve and monitor, in partnership with the Dean of Academics, substitute pay for department employees

Substitutes

The Student Academic Services Director will:

- schedule a training session for department substitutes
- monitor performance of substitutes

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Director of Student Academic Services Job Description

SAS Educational Therapy Program (Program Coordinator)

Therapists:

The Student Academic Services Director will:

- supervise the educational therapists by modeling and providing feedback
- on precise and effective administration of educational therapy techniques
- advise educational therapists in selecting specific techniques, goals, and
- and materials which best meet the needs of individual students
- meet on a regular basis with educational therapists to exchange information and evaluate the effectiveness of the intervention
- observe new students in the program, collaborate, and provide feedback with that student's educational therapist
- conduct formal observations and evaluations for all staff members as described in department policies
- mentor new educational therapists by providing regular meetings for questions, technique review and feedback
- communicate with each educational therapist to ensure current status of Washington State and NILD certifications

Student Placement in SAS

The Student Academic Services Director will:

- assess students (or assign testing to other sources)
- evaluate testing data, write initial testing report, determine if placement in the SAS program is appropriate, and communicate recommendations to the Dean of Academics and in a parent conference
- process applications for entrance into the program and coordinate with the Dean of Academics to maintain current waiting lists

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Director of Student Academic Services Job Description

Specific Responsibilities to the broader CFS Community

The Student Academic Services Director will:

- review all admission files to determine possible academic or behavioral needs as part of the screening process for general school admission, as requested, or assign task to other sources
- receive and follow up on Building Block teacher surveys
- write AEP plans for students who qualify for accommodations but are not in SAS
- oversee all AEP plans within the school
- process all requests for SAT/ACT for special testing concerns
- oversee confidential files of all students in CFS SAS program and those affiliated with the program
- consult with parents of struggling students to discuss educational options, as requested
- consult with parents, teachers, and administrators on the behalf of students experiencing academic difficulties
- serve on school-wide committees such as curriculum, education, admissions or as requested
- observe in classrooms and collaborate with teachers to determine accommodations/modifications and teaching strategies for students, as requested
- be available to serve on admission teams for students with learning difficulties
- give input to high school course scheduling for senior high students who have been/are in SAS educational therapy
- coordinate with the finance office in order to ensure careful adherence to the annual budget
- attend staffing meetings for students with academic challenges (as requested)

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Work Hours and Compensation

The Director of Student Academic Service is a part-time, year round responsibility. The hours vary with the time of year and events being scheduled. The wage is based on experience, qualifications and obvious skill.

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