

OUR MISSION

Williamsburg Christian Academy's mission is to provide college preparatory instruction in a culture of grace through personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders.



OUR VISION

The vision of Williamsburg Christian Academy is to partner with parents and the community to inspire minds to inquiry through God's wisdom, hearts to compassion in God's service and lives to Christ in leadership.

MINISTRY POSITION DESCRIPTION

Position Title: Upper School Physical Education Learning Facilitator (grades 6-12)

Reports to: Upper School Principal

Classification: Exempt; Salaried, 40 hours/week; 10 Months

Date Prepared/Revised: March 25, 2021

Principal Function

The Upper School PE learning facilitator (LF) shall be a college graduate who will use teaching techniques consistent with the International Baccalaureate Program to achieve curriculum goals. The learning facilitator should have prior experience as a PE educator, but, at minimum, the successful candidate will have completed extensive coursework in PE. The LF will integrate a biblical worldview and a Christian philosophy of education throughout the curriculum, and model a consistent daily walk with Jesus Christ in speech, actions, and attitude.

Instructional Functions:

- ✎ Prepare and submit a yearly and weekly lesson plan to the Upper School Principal for review and approval
- ✎ Establish a class culture that is consistent with the mission and vision of Williamsburg Christian Academy
- ✎ Create a learning environment that enables students to develop collaborative skills
- ✎ Employ a classroom management plan developed around clarity, responsibility, and respect for everyone in the classroom
- ✎ Create lessons, assignments, and projects that engage a student's critical thinking skills
- ✎ Maintain clear and effective discipline and management plans both in the classroom and on the WCA premises that is consistent with the WCA policies
- ✎ Employ a variety of methods, instructional aides, and materials that will provide for creative teaching to reach the whole child – spiritually, intellectually, physically, socially, and emotionally
- ✎ Notify the Upper School Principal promptly if you are unable to fulfill any duty assigned
- ✎ Communicate with students and parents through Williamsburg Christian Academy's learning management system (LMS).
- ✎ Login to and use LMS to manage the classroom, maintain a secure academic environment, and facilitate learning for all Williamsburg Christian Academy Upper School students.

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- ✎ Post a minimum of three asynchronous modules to LMS each Wednesday evening by 5 PM for the following week to accommodate all WCA students' virtual learning experiences, including international students in African, European, and Asian time zones.
- ✎ Utilize asynchronous flipped classroom best practices to enhance hands-on learning mastery during synchronous course time.
- ✎ Facilitate and schedule the synchronous instructional class time and virtual office hours in collaboration with Upper School leadership.
- ✎ Post grades to LMS no more than one hundred twenty hours or five days following assignment submission.
- ✎ Post second-semester exams and fourth-quarter senior grades no less than twenty-four hours before the start of the current school year.
- ✎ Participate in annual IB training and obtain MYP and DP teaching certifications.
- ✎ Perform other duties as assigned by the Upper School Principal

Supplemental Functions:

- ✎ The learning facilitator shall open each class with prayer and, when appropriate, pray with and for students.
- ✎ The learning facilitator shall record class attendance in the WCA software system for each class within the first 10 minutes of class start. This process is critical to the safety and security of the WCA community, and a lack of attention to this requirement will not be acceptable.
- ✎ The learning facilitator shall update WCA software with assignments and grades every week at a minimum. This requirement is of utmost importance in communication with parents and an aid to students who are at home for medical reasons.
- ✎ The learning facilitator shall regularly check and respond to voicemail and email messages within 24 hours graciously and professionally.
- ✎ The learning facilitator shall participate in parent-learning facilitator individual/group conferences involving any student's parents.
- ✎ The learning facilitator shall maintain a high regard for the confidential information of each student and their family. Any form of gossip is not biblical and will not be tolerated.
- ✎ The learning facilitator shall perform all administrative duties assigned as part of the teaching position including, but not limited to, hall duty, lunch supervision, dismissal duty, devotional presentation, bulletin board responsibilities
- ✎ The learning facilitator shall be responsible for enforcing all policies as per the Student Handbook.

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- ✎ The learning facilitator shall attend all professional development seminars and meetings as assigned by the Upper School Principal.
- ✎ The learning facilitator is responsible for maintaining required learning facilitator certifications, not allowing any lapse of their certification.
- ✎ The learning facilitator collaborates and communicates with the upper school faculty team to provide a productive and effective program.

Physical Requirements

- ✎ Lift books/materials for storage and delivery (approx. 25 pounds).
- ✎ Engage in physical activity commensurate with physical education activity
- ✎ Walk/stand several times each day for 30 minutes to teach or supervise classes.
- ✎ Walk/stand within a classroom setting, bending, and stooping periodically to assist students.
- ✎ Manipulate hands and fingers with dexterity to operate a computer keyboard.
- ✎ Distinguish tone of voice to interpret the difference between a joyful student and a distressed one.
- ✎ See details of objects and analyze the activities of students more than a few feet away.

Other General Responsibilities

- ✎ Continuing submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior;
- ✎ To maintain devotions in your home, to educate in Christian doctrine, and to pray for the salvation of your family;
- ✎ To honor the members of the Governing Board, esteem and love them; to pray for them regularly; to submit to them in the exercise of their duties; and to manifest a tender regard for their reputation;
- ✎ To be actively involved in the life of the school; to be loyal to its programs; to pray regularly for its ministry, leadership, staff, parents, and children; to manifest a tender regard for their reputation; to contribute to its support with time and finances as God prospers you;
- ✎ To pray for those outside the body of Christ, honor obligations and commitments to them, and as opportunity and ability enable, commend the Gospel of Christ to them.

To apply, please send a cover letter outlining why you are a match for this position and a resume to HOS@williamsburgchristian.org, along with a completed LF Employment application which you can find at <https://private-christian-school.williamsburgchristian.org/our-school/careers-at-wca/>