



Plymouth Christian Academy

Elementary Coordinator

Position Summary: The Elementary Coordinator assists the principal in the performance of various leadership responsibilities for the successful administration of the school. This position is responsible for using age-appropriate methods and best practices to foster a desire for the student to learn and grow spiritually, academically, emotionally, and socially. The coordinator prayerfully works in partnership with parents to help students acquire attitudes, skills, and academics that will contribute to their development as responsible Christians to glorify God.

Personal Qualifications:

Plymouth Christian Academy is seeking a **Part-time Elementary Coordinator**.

The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word; standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity and personal leadership qualities to nurture children.

Specific Responsibilities:

- Oversees ACSI Spelling Bee, 1st - 6th Grade.
- Coordinates and implements the plan for the following Elementary programs:
 - Math Olympics
 - Speech Festival Program
 - Summer Reading Program and Rewards
 - Provide Graduation Support
 - Administration team member



- Parent Liaison
- Support to the Character Education Program (K-6 Behavior Program)
- Develop, maintain Behavior Program (K-6)
- Mentorship Program, Connect Group, Student Leadership Training
- 5th Grade Northern Experience Coordinator
- Elementary Lunchroom Support
- Bus Safety Trainer
- Spiritual Formation Themes: research, development, and design materials for all school chapels / school themes
- Elementary Chapel Director; Speaker, Worship Leader and Presenter
- Leader/Speaker, 6th Grade Girls Bible Study
- Leader/Speaker, 5th Grade Girls Bible Study
- Train 6th grade Connect Group leaders (leadership training; monthly meetings to prepare for group)
- Oversee Spiritual Surveys for all Elementary.
- Must be able to lift 40 lbs.
- All other responsibilities as assigned by the Elementary Principal.

Qualifications/Skills/Gifts:

- Bachelor of Arts in Elementary Education
- Current Certification in Elementary Education
- Evidence of school leadership experience
- A strong commitment to the philosophies, mission, and educational philosophies of Plymouth Christian Academy
- A love to teach, especially the Word and emulate Jesus' love always.
- The call of God to serve as a teacher.
- Excellent interpersonal skills with children, parents, and colleagues
- Spiritual gifts of teaching, discernment, leadership, service, and exhortation
- The fruit of the Spirit (love, kindness, and patience)
- Group facilitation skills
- Computer skills
- Excellent written and verbal communication skills
- Organizational skills
- Continuing professional development
- Flexibility and dependability

***Subject to modification since this is a fractional position.**

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.