



## **Elementary Homeschool Partnership Coordinator**

### **3rd – 6th Grade**

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#### **Personal Qualifications:**

Plymouth Christian Academy is seeking a **Part-time Elementary Homeschool Partnership (HSP) Coordinator** for grades 3<sup>rd</sup> – 6<sup>th</sup>.

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.

#### **Position Summary:**

The Elementary Homeschool Partnership (HSP) Coordinator will lead and support HSP students during their day at Plymouth Christian Academy. This position meets onsite one day, weekly.

#### **Qualifications:**

- Must have a minimum of 90 college credit hours.
- Strong commitment to the mission, and educational philosophies of Plymouth Christian Academy.
- A love to teach, especially the Word and emulate Jesus' love always.
- Effective group facilitation skills.
- Strong Computer skills.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Continuing professional development.
- Flexibility and dependability.

#### **Job Responsibilities:**

- Create a welcoming environment for HSP students to attend school each week.
- Maintain an organized day for the HSP students:



- Adhere to specials schedule to ensure punctuality.
  - Communicate to HSP students the expectations and policies while on campus.
  - Attend grade specific field trips if necessary.
  - Attend monthly Fun Friday events.
- Serve as a liaison between the parents and school:
  - Inform parents of events and activities through a weekly, written communication.
  - Provide quarterly feedback to parents regarding student behaviors at school.
  - Prepare report cards, provide teacher comments, and maintain grade records.
  - Facilitate required parent conferences to provide feedback to families.
- Collaborate with classroom teachers:
  - Maintain on-going communication with classroom teacher to ensure students are included in grade specific events.
  - Ensure HSP students are invited to ALL grade level school activities and events.
- Collaborate with the K-2<sup>nd</sup> grade HSP Coordinator to offer Fun Friday events. This is a monthly social group; students can socialize and interact with other HSP students.
- Manage and respond to Plymouth Christian Academy staff communications to remain informed throughout the day.
- Be available for student questions, concerns, ministry, and counsel.
- Provide student help groups, as necessary.
- Attend/participate in: Back to School Picnic, Fall Auction, and other school events that support building relationships with students, parents, and colleagues.
- Participate in the accreditation process for the school's continuous improvement plan.
- Maintain professional dress.
- Open every day with prayer with the HSP students.
- Establish and maintain accurate records on each student.
- Discipline with love and establish incentives for improving behavior.
- Compile and maintain an up-to-date sub folder.
- Uses technology to supplement lessons.
- Records daily class attendance to maintain accurate attendance records.
- Supervises students during playground duty.
- Maintain shared space used by Children's Ministry and other ministries.
- Must be able to lift 40 lbs.

**\*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.**