



Heritage Christian Academy Spiritual Development Coordinator

Job Title: Spiritual Development Coordinator

Department: Heritage Christian Academy

Reports to: Head of School/Secondary Principal or designee

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities*

Position exists to facilitate the spiritual development of the students, collaboratively develop a Bible and Missions framework schoolwide, and foster a community of discipleship and service.

Education/Certification:

Bachelor's degree from accredited university, Bible college preferred
Valid Texas or ACSI teaching certificate with required endorsements or training for subject and level assigned
Demonstrated competency in Bible instruction

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- 2-3 years in a teaching and/or coordinator role
- Ministry experience preferred
- Missions experience preferred

Major Responsibilities and Duties:

- Develop and implement a comprehensive Spiritual Formation program
- Oversee the development of a structured Bible curriculum with schoolwide vertical alignment and assessment
- Oversee the development of a structured Missions framework schoolwide vertical alignment and assessment
- Oversee all aspects of Chapel services (i.e., planning, scheduling, hosting speakers, etc)
- Develop chapel speaking schedule that incorporates diversity and provides an avenue for students to experience spiritual growth
- Instruct Bible classes as assigned
- Work with area churches to coordinate speakers and resources for students
- Work with area churches to foster a strong relationship between HCA, churches and HCA families
- Speak in chapel as necessary
- Provide spiritual guidance to students and refer them to counseling when appropriate
- Actively engage in the life of our student body by being present at campus events
- Coordinate and occasionally conduct parent education nights

Student Growth and Development:

- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students; support mission of HCA.

Classroom Management and Organization:

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Communication:

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development:

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Adhere to HCA policies and procedures as outlined in the Staff Handbook, Board Bylaws, Statement of Faith, Leadership Commitment, and Texas Teachers' Code of Ethics.

Supervisory Responsibilities:

- None. Potential as department grows.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

* DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification)