

Liberty Christian School

1301 S. Highway 377
Argyle, TX 76226
(940) 294-2000



Job Description

Position Title:	Liberty Learning Center Teacher (MS or US as assigned)	Date Modified:	December 1, 2021
Reports To:	Liberty Learning Center Coordinator & Respective Campus Principal	FLSA Classification:	Exempt

Position Purpose

Supports students with diagnosed learning differences with appropriate interventions while coordinating with classroom teachers on accommodations for LLC students in the general classroom setting. Responsible for all aspects of the LLC Study Hall operations as well as coordinating and organizing the LLC Services.

Essential Functions

- Implement a multi-tiered system of student supports through the LLC Study Hall, LLC Testing Center, and classroom accommodations for participating students.
- When possible, attend classes to assist teachers in implementing accommodations and/or assist students in the classroom setting.
- Monitor student progress via one-on-one conferencing during the LLC Study Hall
- Attend Department Chair Meetings, Curriculum and Instruction meetings, and other school leadership meetings as needed to maintain alignment with school initiatives/expectations and to coordinate with classroom teachers
- Serve as a liaison for students in the LLC program and their classroom teachers
- Participate in parent conferences as relevant/needed
- Coordinate with school administrators and counselors on LLC student and program needs enlisting additional staff members, as needed, to support student learning
- Train Teachers and Staff on accommodations and general information on different types of learning differences among our Liberty students
- Participate in professional development opportunities as assigned
- Provide support and guidance to teachers and students in implementation of the Tier II Intervention process.
- Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the school.

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Qualifications

- Bachelor's degree
- Experience with working with students with learning differences
- Experience with interpreting and reading diagnostic testing (preferred)
- Special Education certification (preferred)
- Strong conflict resolution capabilities
- Ability to work with children, parents, teachers, and other professional to collaborate on the student's educational needs
- Ability to accommodate a variety of learning styles for success in the general classroom
- Excellent written and verbal communication skills
- Maintain strict confidentiality with student records
- Ability to work on multiple projects concurrently while demonstrating flexibility
- Basic Computer knowledge in Word, Excel, and Google Drive/Classroom

Physical Requirements and Work Environment

- Works in an environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Regularly use close and distance vision
- May stand for extended periods of time
- Works primarily in a traditional climate-controlled office environment
- May work in outside weather conditions, including heat and cold
- Be able to occasionally lift up to 30 lbs.
- Communicate effectively both orally and in written contexts
- Ability to communicate effectively (verbally and written)
- Ability to instruct and model desirable skills and attitude
- Ability to remain productive and maintain control under stress
- Ability to maintain a clear focus on a positive student experience
- Part-time, August 1-May 31 position
- Employees who disclose confidential or proprietary information to those without a legitimate need to know or who disclose confidential or proprietary information observed or heard without proper authorization may be subject to corrective action up to and including termination. If an employee overhears or observes another employee sharing or discussing confidential or proprietary information in an inappropriate area, the Human Resources Office should be contacted.

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Job Description

Please confirm your understanding of this job description for your position with Liberty Christian School. By signing below, you also understand and acknowledge that your employment is at-will and either Liberty Christian School or you may end the employment relationship at any time, for any reason or no reason, with or without cause or notice.

Signature: _____

Date: _____