



EMPLOYEE'S JOB DESCRIPTION

Position Profile - Faithful Learning Specialist

Level: Professional

Load: Full Time

Responsible to: Director of Teaching and Learning

Service Period: 12 months

Nature and Scope

To provide the leadership necessary to facilitate positive growth in teachers and students and to support the development of their God-given gifts for Christ-like service in the world community.

Professional Responsibilities

1. Modeling & Leadership

- a. Model a personal commitment to Christ and Christian living
- b. Strive to inspire others to Christian commitment and living
- c. Maintain a positive Christian spiritual environment
- d. Consistently model professionalism
- e. Follow the Matthew 18 principle in resolving conflict when dealing with students, parents, staff and administration
- f. Exhibit characteristics of being a lifelong learner
- g. Maintain a positive environment focused on growth and excellence
- h. Provide leadership that ensures all activities are congruent with the school vision and mission

2. Duties

Supporting and Promoting Faithful Teaching, Learning and Living, and Intellectual Virtues (IV) at Rosslyn Academy

- a. Regularly remind ES, MS and HS teachers of the importance of Biblical worldview and Intellectual Virtues integration in teaching and learning
- b. Instruct teachers who are new to Rosslyn about how we integrate IV and Faithful Learning and Living at Rosslyn
- c. Organize and lead professional development for teachers on integration of IV and Faithful Learning and Living
- d. Liaise with Spiritual Life team, the Director of Teaching and Learning, CRE teachers and the Principals to promote effective Biblical integration in curriculum and faith-filled teaching methodologies and practices
- e. Teach occasional sample lessons to model integration of faith in content, character and craft
- f. Promote and augment the resources that we have to support the integration of intellectual character instruction and evaluation, as well as the integration of Biblical Worldview instruction, including:
 - Peace Heroes Curriculum
 - Books in the library on the second floor of the clock tower
 - Online IV Curriculum folders
 - others
- g. Raise awareness among parents regarding IV and Faithful Teaching, Learning and Living
- h. Network with like-minded schools, leaders and organizations and thought leaders in the field



3. **Communication & Collaboration**

- a. Maintain an attitude of openness and desire for communication
- b. Ensure effective communication with administrators, teachers, parents and students
- c. Maintain professional relationships with colleagues, students, and parents and follow the Matthew 18 principle in resolving conflict with others
- d. Collaborate with other administrators and teachers in the on-going articulation and evaluation of curriculum, seeking curricular integration
- e. Attend and participate in administrator meetings
- f. Serve on committees to support the overall school programs

4. **Professional Development**

- a. Annually submit a written list of professional goals to the Director of Teaching and Learning
- b. Remain abreast of current developments in teaching, learning, and instructional theory
- c. Take ownership of professional goals and development

Qualifications

1. Demonstrate commitment to Jesus Christ as Savior and Lord
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy
3. Demonstrate a respect for diversity of culture
4. Demonstrate an appreciation for the diversity of the body of Christ
5. Possess a minimum of a Bachelor's degree (Master's or high preferred) from an accredited post-secondary university
6. Hold a valid school administrator certification (preferred) or a valid teaching certificate from an authorized governmental agency in North America and/or the Association of Christian Schools International
7. Give evidence of at least two years of successful leadership experience in a North American school setting
8. Demonstrate the ability to communicate effectively in English, both orally and in writing
9. Demonstrate the ability to use technology for word processing, data management, and communications
10. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy
11. Previous international travel and/or teaching experience is preferred

N.B (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the school reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, or technological developments).