



Pacific Southwest District 1540  
Concordia Drive East Irvine, California  
92612-3203  
949.854.3232 or 888.773.5267  
FAX: 949.854.8140

## Draft

**Job Title:** Academic Learning Guide – LuTEC Norwalk

**Reports To:** Director LuTEC High Schools

Full Time, 12-month, exempt employee. 4 weeks of paid vacation. Full Benefits.

**Summary:** The micro-school model (ultimately 60 students at the Norwalk site) reimagines the traditional role of a teacher. The goal is to optimize time around what on-site teachers or learning guides do best, relate to students, facilitate discussions, and recognize areas where students need coaching. Transitioning instruction to adaptive learning programs frees up the learning guide to interact with individuals in the role of facilitator. The Academic Learning Guide's role is to be a guide, supporting students in exploring the world around them, formulating investigative questions, and testing hypotheses.

### **Key Qualities and Leadership Attributes**

- Highly Relational. Primary emphasis with high school students and their families. Able to build a strong rapport, build trust and motivate the students for vocational success.
- Detail Oriented / Problem Solver.
  - Able to help students overcome:
    - technology challenges
    - learning and understanding difficulties
    - how to navigate online course work and get assistance as needed
  - Able to help parents:
    - Understand grading
    - Be involved in the life of their student
    - Navigate social and emotional issues
- Understand education and learning styles
- Connector with CTE potential partners



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## Essential Responsibilities

- Relationships:
  - Build relationships with each student.
  - Exemplifies Christian conduct, attitude, and spiritual responsibility by extending love, warmth, and care.
  - Daily check in with each student on their academic progress. Work with students to solve any issues getting in the way of them making progress.
  - Be present and active in monitoring day to day activities in the school.
  - Be active with stakeholders and in the Norwalk community being a good will ambassador for the school, championing the cause of LuTEC enthusiastically and with great passion.
  - Communicates student progress to families on a regular basis through graded assignments, newsletters, emails, phone calls, conferences, etc. in a professional manner.
- Theology
  - Oversee the Theology curriculum and teaching, involving others in teaching.
  - Oversee the Daily Gathering / Chapel / Devotional time.
- Education and Technology
  - Assist in curating curriculum.
  - Work with online curriculum partner to understand delivery and training.
  - Develop and cover summer school activities as needed.
- Extracurricular / Co-curricular Activities
  - Develop and organize social events, activities, and clubs to enhance student involvement.
- Career and Technical Education
  - Develop and lead the weekly CTE activities. Includes, but is not limited to guest speakers, field trips, hands on experiences, educational activities, etc.
  - Develop community partnerships in the trades and technical education.
- Other Activities
  - Lead the accreditation process.
  - Engage in admissions activities including student recruitment and selection.
  - Maintains a neat, engaging, and orderly classroom.
  - Keeps accurate records of students by regularly entering student progress.
  - Maintains effective classroom management strategies to create a safe positive learning environment.
  - Develops and executes school emergency procedures.
  - Maintains a desire to grow professionally and personally in understanding, insight, patience, tolerance, dependability, and trustworthiness.
  - A growing follower of Jesus whose life reflects that commitment.



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#### Required work hours:

- Flexible during the school day ensuring coverage during all school hours from 7:30am to 4:30pm.
- Required attendance during student required time 10:00 to 2:00pm. Typically, the School Assistant will cover the 7:30am to 2:00 OR 10:00 to 4:30pm, (with half hour lunch, break).
- Flexibility is needed during evenings, Fridays and occasional weekends as demands and course work dictates.

#### Education and Experience

- Active member of a Christian Congregation, LCMS strongly preferred.
- A minimum of four years of teaching. High School or Middle School environment preferred.
- A Called teacher or Director of Christian Education in the LCMS is preferred. A California credential is a plus.
- Bachelor's degree in an Academic Discipline or Theology. Master's degree preferred.
- Demonstrable training and experience that reflects ongoing personal growth as a follower of Christ.

#### Physical Requirements

This position involves sedentary work, although occasionally engaged in standing, walking, sitting, climbing, stooping, kneeling and crouching. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting performed most of the time. Walking and standing are required occasionally. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; meeting with colleagues and others, as needed.

Interested candidates should send a cover letter and resume to Todd Moritz at [todd.moritz@psd-lcms.org](mailto:todd.moritz@psd-lcms.org).



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## LuTEC High Schools

### Mission:

**LuTEC** is the cutting edge, technology based, Christian high school network, providing an individualized and flexible education to all learners, focusing on relevant knowledge and skills for work or advanced studies in preparation for a career and life in service to their communities.

### Vision:

To develop an innovative technology and Christian based education network available to all learners, focusing on each student's unique gifts and talents with guidance to follow their God given vocations in life. To prepare them for careers, college and life that will meet the needs of the 21<sup>st</sup> century and beyond.

### Elevator Speech

In the Lutheran Tradition, saved by grace through faith. We have an individualized, personal approach for every family that is:

- **Technology Rich**
- **Educationally Relevant and Rigorous**
- **Career Ready**