



Job Title: Academic Learning Guide (ALG) – LuTEC Norwalk

Reports To: Director LuTEC High Schools

Full Time, 12-month, exempt employee. 4 weeks of paid vacation. 12 paid holidays.
Salary Range of \$52,000 to \$70,000 depending on education and experience
Full company paid benefits including: Medical, Dental, Life, Vision, Disability and More.

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 online / adaptive learning programs frees up the ALG 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.

LuTEC is owned and operated by the Pacific Southwest District-LCMS (PSD). The Lutheran Church Missouri Synod operates the largest Protestant [school system](#) in the United States with 1,850 schools in its network. Its purpose is that children may be equipped as disciples of Jesus Christ.

Key Qualities and Leadership Attributes

- Love God. Love Others.
- 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
 - planning, organization and completing coursework
 - navigating online course work and getting assistance as needed
 - Able to help parents:
 - Understand assignments, coursework and grading
 - Be involved in the life of their student
 - Navigate social and emotional issues
- Understand education and learning styles
 - Displaying patience with different learning styles
- Connector with potential career, internship, trade school and collegiate partners.
- Flexibility in helping LuTEC start up and develop a sustainable network of schools.



Essential Responsibilities

- Relationships:
 - Build relationships with each student.
 - Exemplify Christian conduct, attitude, and spiritual responsibility by extending love, warmth, and care.
 - Regular 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 goodwill ambassador for the school, championing the cause of LuTEC enthusiastically and with great passion.
 - Communicate student progress to families on a regular basis through graded assignments, newsletters, emails, phone calls, conferences, etc. in a professional manner.
- Education and Technology
 - Work with online curriculum partner to understand delivery and training.
 - Research additional online partners for future use and best student fit.
- Extracurricular / Co-curricular Activities
 - Develop and organize social events, activities, and clubs to enhance student involvement.
 - Participate in monthly Faithful Friday Youth Group.
- 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
 - Participate in the accreditation process.
 - Engage in admissions activities including student recruitment and selection.
 - Maintains a neat, engaging, and orderly classroom.
 - Keeps accurate records of students.
 - Maintains effective classroom management strategies to create a safe positive learning environment.
 - 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.
- Teaching one or two face to face classes throughout the school year in either.
 - Theology, including overseeing the Daily Gathering / Chapel / Devotional time.
 - Career, Finance and Technology (CFT) or other Career Technical Education (CTE)



Required Work Hours

- Present during the school day from 7:30am to 4:30pm. Summer 8:30am to 3:00pm.
 - Grading and class preparation work typically can be completed during the school day.
- Flexibility is needed during evenings, Fridays and occasional weekends as demands and course work dictates.

Education and Experience

- Bachelor's degree in an Academic Discipline, Business Discipline or Theology.
- Educational experience in teaching, tutoring or coaching. High School or Middle School environment preferred.
- Demonstrable training and experience that reflects ongoing personal growth as a follower of Christ.
- Active member of a Christian Congregation, LCMS preferred.
- A Called Teacher or Director of Christian Education in the LCMS is preferred. A California teaching credential is a plus.
- Bilingual English / Spanish is a plus.

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@LuTEC.org.



Mission:

LuTEC provides a personalized high school educational experience, delivered through a robust curriculum focused on relevant technology, flexible studies, and practical knowledge to prepare any learner for a career and rewarding life in service to the community. This is achieved and practiced through the foundational values and beliefs of the Christian faith.

Vision:

Because of our desire to bring revitalization to existing, underutilized PSD church and school campuses, we are creating a network of reproducible micro high schools for the purpose of training students to be disciples of Jesus Christ. These schools will provide a unique academic experience that is student centered, flexible and practical - focused on technology, education, and career. They will be financially sustainable and contribute to PSD financial resources.

We will 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 students for careers, college, and life that will meet the needs of the 21st century and beyond.

Core Values

Gospel Centered

Having been saved by grace through faith, we welcome all students and families, who through our mission will be secure and enabled in the faith in Christ and clear on their vocational path.

Student / Families Focused (personalized learning)

Focusing on each student's gifts, talents and interests, designing a personalized, unique and rich educational experience that will meet their individual needs.

Educationally Relevant & Innovative

Curriculum that is robust, interesting and well rounded. This will meet the needs of each student, state requirements and the community.

Career Ready – Practical Experience

Real life, hands on career exposure to help them determine their direction-whether skilled trades or continuing their education.

Community Directed

Serve our communities by providing alternative routes for quality education and in-demand, well-paying jobs. Students serve their communities and neighbors with their newly learned skills and competencies.

Tag Line

Rethinking Education