



Language Arts & Language Part-Time Teacher Airdrie Classical Enrichment Program (ACE) - 0.30 FTE

Synopsis

The teacher will oversee and manage all classes taught, being the lead communicator for parents regarding all classes whether that teacher is the teaching lead or not of a specific class, and will follow the curriculum provided by the program that is at the foundation, classical curriculum and texts. The teacher is will attend and teach an in person day and any overflow of planning, communication, and classroom conflict resolution beyond that day in partnership with the program vice principal, if needed.

Qualifications

- Bachelor of Education degree
- Hold a valid Alberta Teaching Certificate (Interim or Permanent)
- Be creative, independent and a self-starter
- Be supportive of home education
- Conduct themselves in a professional manner
- Align with our mission and vision
- She/he must have excellent communication skills, confident leadership qualities, one-on-one interpersonal relationship skills, the ability to manage a classroom and must be able to effectively communicate and liaise with colleagues, students, parents and program director.
- She/he needs to be able to handle a degree of ambiguity and must be able to juggle several tasks simultaneously while maintaining a sense of clarity and organization.
- She/he must understand how to utilize volunteers.
- The teacher must be willing to learn and embrace a classical approach to education and curriculum, understanding the curriculum is interconnected throughout all grades and be flexible to work with the teaching team to streamline certain programs like spelling rules, history, Latin, and science.
- Lastly, she/he must be motivated, creative, and ready to push the direction of ACE forward.

The following will be considered assets:

- A background or familiarity with classical education would be a strong asset, but training will be provided.
- Preference will be given to candidates with strong background in the humanities, composition and literacy development and enrichment. The class sizes are small to focus on a more intentional approach to grammar, composition, and literature, and teachers will be teaching a range of grades. Curriculum will be provided.
- Experience in Home Education
- Experience with Google Suite

Responsibilities

1. Teach the homeroom grade that you are hired for on Tuesdays during our in-person school day.
2. Provide support for parents and families throughout the week by answering emails and clarifying areas of concern.
3. Attend staff meetings, June ACE staff summit (June 14-16), and PD days.

Specific Responsibilities

1. The teacher will be responsible for but not limited to the following:
 - This position consists of mandatory instructional subjects (spelling, composition, grammar, and literature)
 - May be asked to prepare and teach Latin for grades 3-6 (training and curriculum provided)
 - Be flexible with the provided curriculum, using it as the backbone and focus of the course, but using your teaching experience to bridge any gaps before moving on with the curriculum
 - Work with the teaching team to understand the full grasp of each subject, whether it is taught directly by you or not
 - Overseeing long range planning and day to day teaching and learning
 - Conducting parent-teacher interviews twice per year
 - Doing report cards for the students and classes taught
 - Oversee discipline issues in the classroom during the in-person day
 - Follow up weekly with program vice principal regarding classroom issues or student concerns
 - Being available via email for parents to contact with any concerns or curriculum clarity throughout the week
 - Attend all required ACE staff meetings and other meetings that support the program (ex. family workshops, program development meetings, curriculum planning meetings, etc.)

- Attend every Community Day possible depending on other staffing requirements and schedules

Position Overview

Part-time - 0.30 FTE

Type of Contract: Probationary

Term: 2024/25 school year

Salary based on experience, in the range of \$17,000 - \$21,200/year

Reporting to: ACE Vice Principal

Closing Date: Open until position is filled.

Please apply through the link on our website -

<https://www.airdriechristian.com/career-opportunities.html>

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.