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## Bluebonnet Home Scholars Collaborative

### Job Description Teaching Assistant & Grader

Job Title: Teaching Assistant & Grader  
Work Hours: Part time, hourly, school term  
Supervisor: Executive Director/Head of Academics  
Desired Start Date: August 2022

#### Overview:

Bluebonnet Home Scholars Collaborative (BHSC) teaching assistant and grader works with the Executive Director/Head of Academics/English & Writing Instructor and the BHSC teaching team to model ongoing learning in a collaborative learning community, to present vital ideas to students in an atmosphere of respect and wonder, to transmit by example disciplined habits of sentiment and volition, and to inspire love and action that embraces the Good, the True, and the Beautiful. BHSC Teaching Assistants & Graders assist with classroom learning activities and student assessment, and may co-teach or serve occasionally as a substitute teacher.

#### Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

**Tenacity:** The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

**Collaboration:** The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

**Freedom:** The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

**Wonder:** The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

**Professionalism:** The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

#### Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assist with student assessment of essays, stories, poems, tests, and other assignments, and record scores/completion in an electronic gradebook.
- Maintain organized files and records of student work.
- Facilitate transfer and exchange of student papers with the English & Writing Instructor.
- Attend and participate in meetings with the English & Writing Instructor as requested.
- Assist during classes and/or serve as substitute teacher if needed and available.
- Participate in instructor meetings and development activities, such as fall, winter, and spring Instructor Meetings, if requested and available.

- Participate in General Assemblies on Tuesdays/Fridays, 12:05-12:15 p.m., if on campus and available.
- Maintain and use a BHSC assigned email account; replying to emails within 24 hours on weekdays
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must have excellent writing and copy editing skills
- Must be flexible, trust-worthy, and professional
- Must have good organization, computer, and record-keeping skills
- Progress toward, or completion of, a bachelor's degree or equivalent work experience required
- Classroom teaching experience preferred
- Personal homeschooling experience preferred

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.