



# Bluebonnet

Home Scholars Collaborative  
*flower forth*

## Job Description

### Instructor

|                     |                                      |
|---------------------|--------------------------------------|
| Job Title:          | Instructor                           |
| Work Hours:         | Part time, salaried, school term     |
| Supervisor:         | Executive Director/Head of Academics |
| Desired Start Date: | August 2023                          |

### Overview:

Bluebonnet Home Scholars Collaborative (BHSC) instructors work with the Executive Director/Head of Academics 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 Instructors oversee and implement classroom learning activities, assess student progress, and communicate with parents.

### 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:

- Preparing lesson plans and assignments (& sharing syllabi with enrolled families as applicable) that present living ideas in an atmosphere of respect and wonder and that are harmonious with both best practices/contemporary research as well as the classical liberal arts tradition.
- Implementing student assessment tools appropriate for the course—e.g., scoring/grading assignments, quizzes, and/or tests; evaluating student progress in habits, skills, and competencies; commenting on student work; and preparing quarterly or semester student progress reports using a numeric and/or proficiency scale developed in collaboration with the Executive Director.
- Be familiar with BHSC policies and procedures in order to facilitate the maintenance of an orderly and respectful learning environment. Take appropriate action when confronted with misconduct. Communicate with the Executive Director/Campus Coordinator and the parents regarding student behavior, progress, and development.
- Arrive at least 10 minutes prior to class meeting to check in with the Campus Coordinator and pick up the class file folder. Before leaving the campus, return class file folder to the Campus Coordinator.
- Collaborate with the Campus Coordinator and parent volunteers to oversee classroom set-up and clean-up; assure furniture is returned to original set-up and classroom is tidy and as clean as, or cleaner than, it was before classes at each class day close. Assist with any wiping down, vacuuming, and/or other cleaning tasks as necessary.
- Assisting with implementation of coronavirus precautions and cleaning/disinfecting routines if requested.
- Packing and clearing your classroom materials at the end of the academic year.
- Interacting with your students' parents as needed (e.g., answering questions, clarifying assignments, discussing student behavior) and foster positive community relationships.
- Three (3) days of teacher in-service (tentatively Aug. 8, 2023 & Jan. 9 and May 14, 2024).
- Orientation & Meet the Teacher Event on August 22, 2023.
- General Assemblies on Tuesdays/Fridays, from 12:05-12:15 p.m., if on campus and available.
- Planning and leading 31 sessions of class instruction over the academic year (August 25, 2023 through May 10, 2024, with holidays).
- Attend and participate in instructor meetings and development activities as requested; be a model for students of ongoing learning in a collaborative learning community.
- Participate in BHSC community assemblies and assist with lunch supervision as possible.
- Possibly attend and participate in parent book group meetings and/or additional periodic staff meetings as requested.

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.

- Possibly work with parent volunteers who might assist in class on a rotating basis. Write out directions and expectations for volunteers as needed.
- Complete the required paperwork and give it to the appropriate individuals in a timely fashion when requested: biographical statement, course description, supplies list, letter of introduction to families, course syllabus/overview, and student assessment/progress reports; student behavior reports, substitute forms, reimbursement requests, etc. as applicable.
- Maintaining and using a BHSC assigned email account; sending regular class updates to parents and replying to emails from students, parents, and staff within 24 hours on weekdays.
- Maintaining and using BHSC assigned G-Suite for Education tools including Google Classrooms, Google Contacts, Google Calendar, Google Drive, etc.
- Using Microsoft Office (Word and Excel) and Dropbox to share and edit BHSC files such as class syllabi and student assessments.
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.
- Model disciplined habits of sentiment and volition, love and action that embrace the Good, the True, and the Beautiful.

### **Qualifications:**

- Must have self-initiative and excellent interpersonal and communication skills
- Must be flexible, trust-worthy, and professional
- Must have good organization, computer, and record-keeping skills
- Bachelor's degree or equivalent work experience required (Master's degree preferred)
- Classroom teaching experience preferred
- Personal homeschooling experience preferred

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