

### **About Master's Academy Vo-Tech High School**

Master's Academy Vo-Tech High School, located in Vero Beach, FL is a Christian 9<sup>th</sup> - 12<sup>th</sup> grade self-paced academic program with an optional vocational-technical apprenticeship component. Our focus is to inspire student excellence, both in their academics and character. We prayerfully assist each student in discovering God's plan for their life and help them, in partnership with their parents/guardians, prepare for future academics or a vocational-technical career. Our foundation is a strong Biblical worldview coupled with a commitment to challenge students to their highest potential in a safe, caring, Christ-centered environment. Everything we do is filtered through our desire to bring honor and glory to the Lord.

### **VO-TECH HIGH SCHOOL ASSISTANT DIRECTOR**

#### **General Job Description:**

The Vo-Tech High School Assistant Director will assist the Director with the following responsibilities:

- Maintain daily attendance and tardy records
- Monitor student goals and progress
- Monitor scoring accuracy
- Supervise testing, scoring, and recording of grades
- Prepare student reports every three weeks
- Communicate with parents regularly regarding homework, incomplete goals, and any concerns
- Schedule parent conferences as needed
- Prepare quarterly honor roll
- Monitor and manage classroom behavior
- Monitor student breaks (restroom, lunch, recess)
- Maintain proper discipline of students in the classroom and on the campus grounds
- Assist students with learning and PACE progress
- Maintain a loving and Christ-centered classroom atmosphere
- Set up and maintain learning center
- Administer diagnostic testing
- Establish and maintain business/community relationships
- Promote and perpetuate the Vo-Tech High School
- Familiarity with ACE (Accelerated Christian Education) is desirable
- Attend ACE training

Experience teaching middle or high school is required, with preference given to teachers with a Christian education background. The ability/willingness to coach is also desired but is not essential.

This position answers to the Vo-Tech High School Director and Head of School.

Full Time - 10 months

Commencing August 2022

Benefits package includes health insurance and tuition discounts for children.

## **GENERAL RESPONSIBILITIES & REQUIREMENTS**

### **Character:**

- Deep love for students
- Called to, committed to, and growing in Christ
- Accountable to a local Christian fellowship
- Maturing biblical worldview
- Called to a ministry of teaching; not mere employment
- Accountable to authority; understands jurisdiction
- Concurs with MAVB Statement of Faith and Core Values

### **Education, Competencies and Experience:**

- Holds a four year degree (preferable but not required).
- Able to manage students at various learning levels
- Strong classroom management skills
- Competent in spoken and written English
- Punctual for all daily duties, staff devotions, meetings, conferences, etc.
- Timely in communication and executing responsibilities
- Organized
- Proficient in technology
- Innovative and flexible

### ***To apply for this position:***

Send a Letter of Interest and a Resume to Dr. Smith ([w.smith@mastersvb.org](mailto:w.smith@mastersvb.org)). The letter of interest must clearly detail your education background, experience and how your current skillset and faith will complement the education and mission of Master's Academy. Candidates being considered for further review will be contacted and asked to complete an application form. The screening of applications will commence immediately and continue until the position is filled.