



## **Academic Instructor and Coordinator** **Job Description**

### **Summary Description:**

The Instructor/Coordinator will oversee the day-to-day running of the academic program and will help develop programming and oversee staff implementation of each facet of the academic program. He will develop, submit, and operate the academic program budget. He should be able to evaluate and set goals for academic progress of the students as well as be a part of the team of spiritual influence on the students. The Instructor will also foster open communication with the students, parents, staff, and volunteers.

To be successful he should excel at organization, detail, and communication. He should possess a strong biblical worldview that translates into a humble life pursuit of Christlikeness. He should serve those he leads, pursuing Christ's biblical servant leadership model. A successful Instructor/Coordinator will possess the ability to provide stability and structure in an environment that requires flexibility and personal sacrifice. As a dedicated Christian, he should have a pursuit of living out a biblical worldview and thus support, attendance, and service in a local, doctrinally fundamental church of like faith and practice is required.

It is required that the instructor has earned a bachelor's degree in the education field or a Wisconsin acknowledged teaching certificate.

The Academic Instructor and Coordinator reports to and fulfills his responsibilities through the oversight of the Executive Director.

### **Responsibilities:**

#### **✓ Academic Program Coordinator**

- Determine daily and annual schedule of the academic days.
- Set, evaluate, adjust program goals and methods to best fulfill the mission. Includes working toward AACSB school accreditation and integration of the experiential learning curriculum.
- Develop, submit for approval, and operate the approved Academic Program budget.
- Direct the development and implementation of the spiritual and academic curriculum of the school.
- Provide student discipline programming and oversight for the school day.

### ✓ **Instructor**

- Evaluate and improve curriculum and teach three of the four core classes: Language Arts, Math, Science, History (class assignment will correspond with applicants' skill and training). Current curriculum includes materials from BJU Press, Apologia, and Answers in Genesis courses.
- Assist in the experiential learning program (WORCS-Work, Outdoor Recreation, Career Skills) with leadership and teaching in areas of expertise.

### ✓ **Staff Leadership**

- Maintain open communication and provide staff a robust exchange of information between the school and the house programs.
- Protect staff unity and energy.

### ✓ **Student Program Leadership**

- Engage in the enrollment process with the Director and the House Manager to determine fit of student families to the program.
- Determine and make recommendations for struggling students, including individual program adjustments and potential expulsions.

## **Work Schedule:**

- ✓ School Year Schedule: 5-day work week (includes two days off, with one of those rotating a half day on each month). General expectation of 50-55 hours per week. Saturday and Sunday are your normal days off.
- ✓ Summer Schedule: June-August, 4-day, 32-hour work week. Some additional time on retreat or work-team weekends. Days and schedules are adjusted on those weekends or for specific ministry needs.
- ✓ Holidays: Being a 24/7 ministry for the school year, traditional holiday days off are usually adjusted to fit the schedule of care for the students. Paid holidays are listed under Compensation. Particularly, Thanksgiving and Labor Day are intense ministry days at our startup and Parent visit times and as such, are not days off for the staff. Normal paid holidays that are worked are compensated with the 10-day paid Christmas break.
- ✓ As a ministry and not just a job per se, there is an expectation for interaction, staff activities and gatherings and some meetings that may not be calculated into the weekly hours and are a part of the culture of our ministry. As a ministry philosophy, we would expect that a person that is called by God to this ministry would consider the hours listed as our plan and goals, always to be adjusted by God to whatever is needed to do His work. It is in this sense that we are not on or off work, but on a life dedicated to serving God. We are blessed with planned time to get personally refreshed, take care of business, and do the other things that are God-given responsibilities and opportunities and that time is considered biblically mandated and vital to vibrant and productive ministry, personal, and family life.

## Compensation:

- ✔ Base salary commensurate with experience.
- ✔ Total compensation range is \$42,000-\$56,400
- ✔ Cash salary range is \$2,000-\$3,200/month
- ✔ Bonus for trips and retreats that are 5 days or more.
- ✔ Housing—on-campus three bedroom, two bath home provided at a tax-free value of \$1,500/mo.
- ✔ Medical: Most qualify for reasonable premiums through Healthcare Marketplace of Wisconsin.
- ✔ Holiday pay, 10-day block for Christmas break. July 4th 2-day block.
- ✔ Vacation pay, 1 week after one year, 2 weeks after two years.
- ✔ Wedding anniversary flex day
- ✔ 5-Personal days
- ✔ 5-Sick days
- ✔ Disability insurance
- ✔ 403 retirement program
- ✔ Perks and bonuses

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## Contact:

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