**Scope of Position:** The ELL Teacher is responsible for the planning, implementation, and management of all aspects of the ELL program.

**This ministry position and its department, help break the cycle of poverty on the Near Eastside of Indianapolis by** engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Position Details:**

* **Ministry Area:** *Academy*
* **Reports to:** *Director of Education*
* **Supervising:** *N/A*
* **FLSA Status:** *Full Time, Salary, Exempt*
* **Location:** *4107 E Washington St.*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 40 hours/week

* Monday-Friday, 7:30 AM-3:30 PM
* Some nights

**Essential Duties and Responsibilities:**

* Implements curriculum for our ELL students
* Administers WIDA to entering students and administers the yearly exam
* Maintains parental contact and acts as a liaison between student, family, and school
* Prepares engaging lesson plans and instructional materials to meet the individual needs of students.
* Maintains classroom control
* Collaborates with administration, teachers, Title I, and all other staff.
* Demonstrates a high level of effectiveness

**Qualifications**

**Required Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Experience working with Children
* 3-5 years of previous experience working with urban/inner-city children (specifically ELL students) recommended but not required
* ELL Certification
* Have a current Teaching License or be willing to work toward obtaining one.

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission, and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and the community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.