



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Jim Whiteman, Headmaster, at jwhiteman@westsideacademy.org

COORDINATOR OF DEPARTMENT OF EDUCATION PROGRAMS

Part-time, Begins July 1, 2022

The purpose of this new role is to coordinate and oversee the requirements and opportunities given to us by the Ohio Department of Education and, to a much lesser degree, the U.S. Department of Education. This is part-time, up to 20 hours per week; July 1 – June 30. Much of the work can be accomplished from home with flexible hours.

RESPONSIBILITIES *include but are not limited to the following*

- Stay current with the rules, guidelines, and opportunities of government programs that help fulfill our school's mission.
- Oversee and Implement:
 - All auxiliary fund expenditures. This includes completing orders for making purchases with these funds and working closely with the Westlake City Schools finance office.
 - WCA's role in government funded scholarships.
 - State testing requirements for those on state scholarships
- Serve as coordinator of the Resident Educator Licensure Program for new teachers.
- Keep appropriate faculty and administrators abreast of any changes in ODE requirements for Pre-K, high school graduation, building safety, and other related guidelines.

QUALIFICATIONS

- A follower of Jesus Christ and personal agreement with our Statement of Faith and lifestyle agreement
- Very detail oriented with ability to read/comprehend government guidelines
- Strong organizational and computer skills; good verbal and written skills
- Ability to work independently, collaboratively, and take initiative
- Friendly, conscientious, and professional demeanor; teachable spirit
- Personal enthusiasm, creativity, optimism, and sense of humor

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at www.WestsideAcademy.org