



## WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to  
**Dirk Russell, Head of School, at [drussell@westsideacademy.org](mailto:drussell@westsideacademy.org)**

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### **LOGIC AND RHETORIC TEACHER/ UPPER SCHOOL ADMINISTRATIVE ASSISTANT**

*Full-time, begins August 2024*

We seek a dynamic educator and skilled administrator to join our faculty as we come alongside parents to raise their children to be all that God desires.

As an instructor of Logic and Rhetoric this teacher will join a strong Upper School faculty and will be responsible as a godly role model to instruct our teens according to a biblical worldview and classical methodology, for which we provide on-going training. Our desire is for a teacher who loves students of this age, has appropriate background in the disciplines of Rhetoric and Logic, and may be a generalist enough to teach in another subject if desired.

As administrative assistant this faculty member will work directly with the Upper School Principal, Director of Curriculum and Instruction, Student Opportunities Coordinator, and the rest of the faculty to uphold an efficient, professional, and functional Upper School Program in a variety of areas.

#### **RESPONSIBILITIES INCLUDE** *(but not limited to)*

##### **LOGIC AND RHETORIC TEACHER** *50% time*

- Teach High School students two periods per day of Logic and/or Rhetoric in the Rhetoric Department
- Participate in our Arete Teacher Training Institute
- Lead a Compass Group of students

##### **UPPER SCHOOL ADMINISTRATIVE ASSISTANT** *50% time*

- Maintain clean and aesthetically pleasing Upper School spaces
- Maintain and create various schedules, and communications as needed
- Maintain the US principal's calendar
- Maintain and edit all Upper School guiding documents such as handbooks and vision papers
- Manage various Upper School specific programs including, but not limited to: Chromebooks, ordering of US wearable gear, and yearbooks
- Assist Department Chairs in the inventory process
- Schedule and assist substitute teachers
- Assist US Principal with staff recognitions and special events
- Serve as the point of contact for parent questions
- Assist with the planning and execution of various Upper School events and student activities

#### **QUALIFICATIONS**

- Spiritually mature Christian in agreement with our statement of faith
- Passion for Christian education
- Passion for discipling teenagers
- Ability to lead with a Biblical Worldview
- Excellent communication/people skills
- Bachelor's degree
- Concentrated study in Rhetoric, Logic, English, Literature, Communications, Journalism, Creative Writing, or related field preferred

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### QUALIFICATIONS *continued*

- Teaching experience preferred
- Organized, detail-oriented, attentive, self-starting, and self-disciplined
- Personal enthusiasm, optimism, and sense of humor
- Proficiency with technology, particularly Google Suite products
- Experience in Canva, Constant Contact, and other design platforms preferred
- Experience with FACTS SIS or comparable student information system preferred

*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 [westsideacademy.org](http://westsideacademy.org)*