

## **SHARE Lead Teacher**

**Supervisor:** Executive Director (ED)

**Supervises:** SHARE Teachers

**Classification:** This is a part-time hourly position.

**General Summary & Objectives:** The SHARE Coordinator will manage all aspects of the SHARE program.

### **Preferred Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life and to sexual purity.
3. Agrees with and be willing to uphold the Guiding Principles (including Statement of Faith, Standards of Client Care and Personnel Expectations).
4. Have a bachelor's degree, preferably in the education field.
5. Have one year of experience as a volunteer in a ministry capacity.
6. Have two years of experience in a teaching position.
7. Exhibit strong skill in interpersonal communication, public speaking and problem solving.
8. Exhibit proficiency with basic computer skills and usage of Microsoft Publisher, PowerPoint, Excel and Word.
9. Be able to provide spiritual leadership, discipleship and encouragement to SHARE teachers.
10. Encourage and support a teamwork environment.
11. Be able to carry out responsibilities with little or no supervision.

### **Duties & Responsibilities:**

1. Communicate with area schools, presenting the SHARE program to Student Health Advisory Committees (SHAC).
2. Communicate with school administrators, nurses and counselors, to schedule instruction on Middle School and High School campuses.
3. Recruit and train an adequate number of SHARE teachers, including substitutes in case of availability changes.
4. Teach the SHARE curriculum in the classroom, utilizing classroom management skills to handle challenging disciplinary issues.
5. Supervise SHARE teachers at each school site.
6. Update SHARE curriculum prior to the start of each school year.
7. Keep current on issues relevant to the subjects being taught through SHARE.
8. Be knowledgeable of current state laws and regulations that govern sex education programs in public schools.
9. Combine Pre and Post Test data to create statistical reports for schools upon completion of the SHARE program in the classroom.
10. Communicate statistical reports with schools in a timely manner.
11. Compile statistical data to post on STPCC website in a timely manner.
12. Prepare monthly reports for Board Meetings and email reports to the ED.

13. Purchase and maintain supplies for the SHARE program.
14. Assess ongoing performance of other SHARE teachers.
15. Conduct a yearly written and oral review of the SHARE teachers, in collaboration with the ED.

**Training:**

1. Attend staff meetings.
2. Participate in staff leadership development training.
3. Receives supervision and review of progress from the ED.
4. Receives a yearly written and oral evaluation by the ED.
5. Attend the Heartbeat Conference when funds available.

The above describes the general nature of the job and is not an exhaustive list of all requirements, responsibilities and duties of this job.

**Benefits**

This position is part time and does not receive vacation or personal days.  
No medical benefits are provided.