

BETHLEHEM LUTHERAN CHURCH & SCHOOL

Microschool Learning Coordinator- Cohort Lead (Elementary)

The Microschool Learning Coordinator ensures that students consistently receive high-quality, curriculum-aligned, and developmentally appropriate instruction that supports their learning goals. In this role, you will manage daily classroom operations while providing strong academic support to your cohort. You will cultivate a community of learners who are curious about the past, present, and future through engaging instruction, thoughtful lesson planning, and purposeful excursions. This position supports the delivery of a well-rounded, Christ-centered education rooted in Bethlehem Lutheran School's mission. The Cohort Lead partners with families by providing tools, strategies, and resources that nurture students' academic, social, and spiritual growth. As a member of the educational team, this role requires strong collaboration with staff, ministry leaders, and the broader school community.

Job Classification: FT (35-45hrs/wk)

Benefits: Health, Retirement, PTO

Salary: 36-46K (10- or 12-month salary distribution option)

BLC & BLS Mission Statements

Bethlehem Lutheran Church builds, grows, and nurtures intergenerational disciples to share the message of Christ Jesus with our neighborhood, our city, and our world.

Bethlehem Lutheran School's mission is to provide a safe, Christ-centered space where children can grow, learn, and thrive. We believe every child is a gift from God, and our dedicated team is here to nurture their faith and development.

Qualifications:

- Hold a bachelor's degree in education or related field
- Hold a valid state teaching certificate or CDA (or in pursuit)
- Digital and technological literacy for school-based apps and systems

Required Expectations:

- Exemplify the Christian faith in both the classroom and personal life in support of the mission of Bethlehem Lutheran Church & School.
- Regular attendance at worship and community events.
- Ensure the safety and well-being of all children for all times in care.
- Lead students in academic progression and support their spiritual development.

Duties and Responsibilities:

- Understand the basic developmental and learning needs of students in grades K–5 with a focus on Kindergarten.
- Create a safe, clean, and engaging classroom environment where students can learn.
- Foster a team of learners curious about the past, present and future through lesson planning, excursion design, and classroom collaboration.
- Follow the daily classroom schedule and help keep the day running smoothly.
- Support hands-on and project-based learning activities across subjects.
- Help students explore their interests, strengths, and God-given gifts.
- Use student work and data to support learning and growth.
- Plan lessons and activities that encourage curiosity and teamwork.
- Use age-appropriate technology to support learning.
- Work with staff and ministry leaders to support students' academic and spiritual growth.
- Welcome and support volunteers, specialists, and classroom visitors.
- Communicate clearly and respectfully with students, families, and coworkers.
- Keep accurate attendance and classroom records and follow safety procedures.
- Attend staff meetings, devotions, and training sessions as required.

Academic Leadership:

In the BLS Microschool model, all full-time staff will serve as leads in areas of academics that focus on a subject area. This ensures quality and consistency with student progress tracking and learning integration.

- Prepare and deliver live instruction that supports students' academic progress in the assigned subject area. Collaborate with the team to implement schedules effectively.
 - STEM Lead- Math
 - STEM Lead- Science
 - ELA Lead- Phonics
 - ELA Lead- Writing & Comprehension
 - Social Studies Lead
 - Music Lead
 - Art Lead
 - Physical Education
 - Excursion Lead
 - Family & Consumer Sciences Lead

Office Use Only: Site Source

Schedule: *This full-time role requires in person, daytime availability with some evenings/weekends for community and school events. Time management will be reviewed regularly to support flexible scheduling. All schedule arrangements must be approved.*