



MINISTRY OPPORTUNITIES



Please review our “Academy Philosophies” document to understand what we are looking for and expecting from all employees.

Teachers (FT or PT 10 months) at Houghton Academy should be excellent within their subject area but also passionate about inspiring young learners. Beyond the technical skills of lesson planning, leading learning, and measuring progress, teachers must be spiritually mature role models with a calling to mentor students. Teachers are expected to participate in extracurricular activities and support school events. We look for individuals who are positive, upbeat, and encouraging while simultaneously holding students accountable to important standards, all within an orderly but student-friendly culture. Check for current subject openings.

Guidance Counselor/Registrar (FT or PT 10 months) combines high school academic guidance for students along with essential academic record keeping and reporting. Experience within the academic arena is essential. Responsible to ensure students, with parent input, maintain Individual Growth Plans throughout high school. Additionally, responsible to coordinate outside resources (personal counseling and specialized university guidance) to students and parents. Individual must be able to build positive relationships with teenagers and parents. Could be combined with another staff or teaching role.

Maintenance/Custodial (PT 10-month, optional PT summer) will support the Director of Operations with daily custodial responsibilities and some maintenance support. Individual must be adaptable to occasional changes and unexpected needs. Experience with similar responsibilities is a plus. Hours will be outside of the school day.

School Nurse (PT - 8 hours/week). The School Nurse will treat students for medical issues, help prevent physical issues and disease, and coordinate routine health assessments. Duties/Responsibilities: Responsible for professional, medical treatment of students; Responsible for early detection of physical problems and health evaluations; Responsible for disease prevention; Assists in promoting programs on health-education and immunization; Maintains clinical records; Coordinates vision, hearing, and orthopedic screening and health assessments; Provides emergency aid to students and school staff; Assists teachers and dorm parents in instructing students in health and nutrition education.

Required Skills/Abilities:

- Knowledge of community agencies to help students and their families.
- Knowledge of district policies and procedures.

Education and Experience:

- Registered nurse (RN) certification required.
- Current nursing license required.
- Driver's license required for student transport.

Interest: Please submit an application found at
<https://www.houghtonacademy.org/careers>

For more details or questions
Contact: Jon Keith, CFO
Jon.Keith@Houghton.Academy