

Testing Center Instructor (PCR Program)

Houston Christian High School is accepting applications from qualified candidates for **Testing Center Instructor** to begin in August 2017. This Instructor is responsible for the Testing Center and oversees the administration of tests for students enrolled in PCR (Program for College Readiness). The TC Instructor works with all departments to ensure PCR students are tested in a timely fashion using extended time guidelines. This is a full-time, exempt position and reports to the Director of the Program for College Readiness (PCR).

Qualifications:

- Bachelor's Degree, in Education, subject or other relevant areas, Master's Degree beneficial.
- Teacher certification or equivalent preferred.
- Experience in instruction is beneficial.
- Proficient in basic technology applications, electronic grade book and curricular software and hardware) (i.e. MS Word, Excel). Google Apps knowledge is beneficial (i.e. Google Drive, Google Docs, Gmail).
- Excellent verbal, visual, written, and interpersonal communication skills.
- Committed to the mission and values of Houston Christian High School.

Strong classroom management, organizational skills, a strong attention to detail, and flexibility are needed for this position. Experience with educational therapy and strategies are beneficial. Candidates should also possess excellent communication skills and a willingness to mentor students. The successful candidate will be energetic and creative and possess a vision for excellence in academics at the high school level, a strong work ethic, and a desire to achieve success. Contribution to the life of the school outside the classroom is expected. Occasionally, after-school, evening or weekend hours will be necessary.

For more information about the HC Program for College Readiness programs, visit [PCR](#).

Interested candidates may complete and submit the Houston Christian Professional Application with the Teacher philosophy questions, a cover letter, and resume to hr@houstonchristian.org. Instructions and the application are accessible from the [Employment](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.

HC provides rigorous academic programs that prepare every student for collegiate study, but our community goes beyond the classroom. Our faculty and staff engage students in service and leadership opportunities through student governance, athletics and fine arts that build confidence and skills to assist in developing a life focus. We understand we are training tomorrow's leaders and examine issues that encourage students to seek knowledge and understanding before drawing conclusions. We educate and train leaders with the solid values and convictions that a Christian worldview imparts.

Everyone who works at HC is here because they're passionate about Christian education and shaping young lives. That remarkable dedication is the most valuable aspect of Houston Christian - to offer every student commitment to their success. We hire the best possible teachers, and they demonstrate each and every day that they love students and that teaching and challenging them is their great reward.

Houston Christian High School inspires young people to lead by uniting faith, intellect, and gifts to reach their greatest promise. Serving grades 9-12, the school draws from public, private, and parochial schools across Houston. The school's state-of-the-art facilities sit on a 45-acre campus, which houses the award-winning academic, athletic, and arts programs. The school is accredited by the Independent Schools Association of the Southwest (ISAS) and is a member of the National Association of Independent Schools (NAIS), the Council of Educational Standards and Accountability (CESA), and the Southwest Preparatory Conference (SPC). HC is located at 2700 W. Sam Houston Parkway N., Houston, Texas, 77043.

For more information about Houston Christian High School, visit [Welcome to HC](#).