



**Lutheran High School is seeking a part-time Access Aide for the
2024-2025 school year**

LUTHERAN HIGH SCHOOL
11249 Newlin Gulch Blvd., Parker, CO 80134
LHSparker.org

POSITION DESCRIPTION: Access Aide

Part-time position with specific tasks to be completed daily, weekly, and as needed. Two to three days a week based on the week. Potential growth into a full-time position.

Preferred Experience: Entry Level

Salary Range: \$22,000-35,000

The candidate must be “Scripturally Grounded & Defined” and display:

- ✓ **Heart for Jesus Christ:** *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* I Corinthians 2:2
- ✓ **Personal Character:** *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.* Titus 2:7-8
- ✓ **Astuteness for Task:** *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?* Luke 14:28
- ✓ **Passion for Excellence Worthy of Christ:** *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

DESCRIPTION AND RESPONSIBILITIES

The Access Aide will report to the Director of Access.

Job Summary: The ACCESS Support position will be responsible for monitoring and supporting students' academic progress through regular grade checks, ensuring they are on track with their assignments, and maintaining communication with parents and the ACCESS director. This role involves organizing, administering tests, maintaining records, and providing a structured environment for students to succeed.

Key Responsibilities (but not limited to):

1. Daily Grade Checks:

- Review student grades daily.
- Ensure students with missing work put their phones away and focus on completing assignments.
- Create and maintain a watch list for the director to monitor students who are struggling academically.

2. Reporting and Documentation:

- Take daily attendance.
- Print and distribute missing assignment reports to students on Mondays and Fridays. Ensure this task is scheduled and completed weekly.
- As needed, print missing work for students to help them catch up on assignments.
- Grade the Monday planner assignment by ensuring students have their planners laid out and goals created.
- Grade the Friday assignment by verifying that students are listing missing work and achieving their goals.

3. Test Administration:

- Collect phones, watches, clear the testing area, and administer tests.
- Monitor students during tests and provide necessary accommodations, such as reading tests aloud.
- Maintain a detailed record of tests in a spreadsheet, including the date received, teacher, test details, and date returned.

4. Communication:

- Answer simple parent emails promptly and professionally.
- Forward complex or challenging emails to the director for further handling.

Qualifications:

- Willingness to put students first and prioritize their academic success.
- Strong organizational skills and attention to detail.
- Ability to maintain accurate records and documentation.
- Effective communication skills, both written and verbal.
- Ability to handle sensitive information with confidentiality.

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School, is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

- *“Highly relational culture”*
- *“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”*
- *“Talented teachers”*

We aspire to:

- *Be focused on community service and outreach*
- *Have excellent an excellent performing arts program*
- *Have dominant athletic programs*
- *Partner with other ministries*
- *Have successful development and fundraising practices*

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

Enrollment:	12-13: 290	13-14: 330	14-15: 360	15-16: 393	16-17: 475	17-18: 544
	18-19: 595	19-20: 690	20-21: 735	21-22: 815	22-23: 925	23-24: 990
	24-25: 1070					

Student body: 12% Lutheran, 10% unchurched

Total Annual Budget: 7.5 million for school operating, \$400,000 for athletics

Budget Revenue: 82% Tuition/Fees/Outside Scholarships, 13% Development, 2% Association churches, 3% Other

Administrative Structure: The six “direct reports” to the Executive Director constitute the “Admin Team.”

Colorado Lutheran High School Board of Directors					
Executive Director					
Principal	Dean of Academics	Admissions Director	Marketing Director	Donor Advisor	Athletic Director

Governance structure: The Colorado Lutheran High School Association has 12 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 9,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are within 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 25%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.