

Special Education Content Creator & Instructor



Hours 40 hours/week, Mon-Fri 7:30am - 4pm

Reports to Senior Director of Outreach

Position Overview

The Special Education Content Creator & Instructor coordinates the Little Light House Academy, provides training across various settings, and works with the Outreach Team to make Little Light House resources available locally and globally. They also oversee the development and implementation of comprehensive courses for students enrolled in the Little Light House Academy.

The Special Education Content Creator & Instructor clearly understands and embraces that they are a part of Little Light House Tulsa: a Christian ministry with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

Principal Duties include:

- > Oversees the creation and uploading of comprehensive disability related courses on the LLH Academy, ensuring accessibility for online students around the world
- > Collaborates with the Outreach Team to develop media content for the Academy blog posts, social media, webinars, etc.
- > Collaborates with Children's Services staff for content creation that accurately reflects LLH on the Academy and throughout various media
- > Participates in ongoing evaluation of the LLH Academy curriculum
- > Leads disability related training at conferences inside and outside of LLH
- > Leads pop-up learning opportunities throughout the community
- > Participates in assigned LLH task forces and committees
- > Demonstrates strong computer skills and openness to learn new technology
- > Daily attendance at Flock
- > Attendance at LLH fundraising events as required
- > Attends workshops and seminars as requested
- > Other duties as needed or required

Percentage Breakdown

- > 60% Academy Courses
 - 20% Course Research
 - 20% Organizing and Drafting the course
 - 10% Pulling Social Media and Blog Content from the courses
 - 10% Designing course handouts, materials, and simple graphics
- > 20% Mobile Classroom Administration
- > 15% Training Local Churches/Organization
- > 5% Mobile Classroom Teaching/Training

Required Qualifications

- > Holds a current licensure in Special Education or Early Childhood Education in the State of Oklahoma
- > 5+ years of experience with children with disabilities birth through six years of age
- > Excellent skills in communication, teamwork, organization, initiative, and self-directed completion of job
- > Ability to work independently and cooperatively as a team member
- > Demonstrates emotional stability, maturity, and a desire to grow spiritually such that spiritual principles will be reflected in day-to-day interactions, and a genuine concern for a job done correctly and regarding others
- > Incorporates a welcoming and teaching attitude towards guests, interns, and others who come to learn at LLH
- > Demonstrates multitasking and time management skills
- > Strong verbal communication skills, with an engaging and articulate speaking voice
- > Passion for providing resources for families outside the walls of Little Light House
- > Empathy, compassion, and cultural sensitivity in engaging with diverse audiences and communities
- > Ability to lift, push, pull, and carry 20lbs across a room

Preferred Qualifications

- > Experience in public speaking and/or live events
- > Experience with social media managing

Supervision Received

- > Reports to the Senior Director of Outreach

Supervision Exercised

- > LLH Academy contract writers