SOUTHWEST CHRISTIAN HIGH SCHOOL

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| POSITION TITLE: | DECA Co-Advisor |
| REPORTS TO: | Principal |
| START DATE: | August 2026 |
| STATUS: | Part-Time; Exempt |
| TO APPLY: | Please apply here |

POSITION SUMMARY

This role is responsible for creating, developing and implementing a yearly DECA curriculum including equipping and preparing students for DECA competitions in regards to large scale business projects, mock interviews, soft skills and role play experiences in accordance with SWCHS academic standards.

This individual is tasked with prayerfully guiding students to develop the attitudes, skills, and knowledge necessary for them to mature as disciples of Jesus Christ who actively seek, know, live, and proclaim the truth.

JOB RESPONSIBILITIES

- Co-Lead the SWCHS DECA club beginning in August and ending in March with the expectation of continued work with DECA students attending DECA International (ICDC) in April.
- Recruit and host guest business speakers throughout the school year in conjunction with planned curriculum.
- Attend and actively participate within the Minnesota DECA District 7 Advisors group consisting of monthly meetings, Districts Competition preparations and implementation, DECA State competition and DECA Internationals (ICDC) if SWCHS students win and accept bids to ICDC.
- Coordinate and communicate with students, parents, school administration and MN DECA Advisors in regards to accepting bids to State and International competitions, travel plans, expectations for events and the overall DECA schedule and experience.
- Maintain the annual budget for the SWCHS DECA program, including developing a plan of action for fundraising.
- In collaboration with DECA students, manage SWCHS DECA Instagram account and communicate with SWCHS Marketing Department on major accomplishments to be shared schoolwide.
- Register DECA students for each competition.
- Recruit volunteer judges and chaperones for DECA competitions.
- Attend all DECA Districts, State and International Competitions including the Districts Awards Ceremony the Monday following DECA Districts.

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JOB REQUIREMENTS

Spiritual Qualities

- Vibrant Christian Faith: Candidates must possess a genuine, growing relationship with Jesus Christ as Savior and Lord, demonstrated through a solid understanding of God's Word and active involvement in a local Bible-believing church.
- Biblical Authority: Actively support the school's Statement of Faith, believing the Bible to be the inspired, infallible, authoritative, and inerrant Word of God—the ultimate standard for faith and practice.
- Spiritual Maturity: Exhibit a consistent desire for spiritual growth, evidenced by prayer, Bible study, integrity of character, and bearing the fruit of the Spirit in all interactions.
- Christian Role Model: Serve as a positive Christian role model in attitude, speech, and actions toward others, including adherence to God's biblical standards for sexual conduct (Luke 6:40).
- Required Commitment: Must commit to, sign, and uphold SWCHS's Pledge of Integrity & Biblical Morality, Statement of Faith, Vision & Values, and Social Position Statement as a condition for employment

Personal Qualities

- Excellent communication and interpersonal skills, with the ability to interact effectively with students, staff, parents, and volunteers.
- Strong organizational skills and demonstrated ability in managing responsibilities.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Ability to receive, reflect on, and apply feedback to continuously improve practice.
- Make an effort to appreciate and understand the uniqueness of the community.

Educational & Experience

- Bachelor's degree from an accredited postsecondary institution in Business, Economics, Entrepreneurship, Finance or similar field of study.
- 2+ year Business experience (preferred).

Technical

- Proficient in required technology, including but not limited to classroom management software (Blackbaud and Google Workspace - preferred).

Salary & Benefits

- $5,000 - $8,000 average range; actual salary based on number of classes taught and candidate's education & experience.
- This position is not eligible for benefits or tuition discount.