

# Calvary Christian Academy

1143 E Lebanon Rd

Dover, DE 19901

## Teacher Job Description

### General Description

**Job summary:** The school teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Hired by:** School Administrator

**Responsible to:** School Administrator

**Supervises:** Students, teacher's aides (when available), and volunteers

**Evaluated:** evaluations completed by the building principal or lead administrator 2 or more times per year

**Type of position:** This is a contracted, exempt employee that is paid on a salaried basis

### Required Spiritual Qualities

It is expected that the school teacher will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

Revised 9/3/2011

## **Required Professional Qualities**

It is expected that the school teacher will ...

- Hold a Bachelor's degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Hold an ACSI Teaching certificate or be willing to apply for certification while employed.
- Have a minimum of 3 years of successful classroom teaching experience, preferably in a Christian school.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school board.

## **Required Personal Qualities**

It is expected that the school teacher will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.

## **Essential Job Functions—Accountabilities**

It is expected that the school teacher will ...

### **Spiritual Leadership**

- Have a conviction that God has called her or him to Christian school ministry.
- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

### **Academic Leadership**

- Have a thorough knowledge and understanding of the Christian philosophy of education that will enable him or her to provide leadership and guidance in the school's development of and commitment to a Christian worldview.
- Lead in such a way that the school's expected student outcomes are thoroughly addressed through educational programs.
- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Have knowledge of the school's curriculum, standards, and mission.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.

- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Grasp a firm understanding of the tools available in RenWeb to enhance communication with parents and students. Follow guidelines for keeping RenWeb up to date with lesson plans, homework, and grades.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

### **Administrative Leadership**

- Have a thorough knowledge and understanding of the philosophy and objectives of the school.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Provide input as needed for the school master calendar.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

### **Additional Duties or Responsibilities**

It is expected that the school teacher will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Ensure that provision is made for the accountability and securing of all funds collected in the classroom.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.

ATTACHED:

1. CCA's statement of faith
2. CCA's lifestyle statement
3. Physical requirements chart