



## **Job Description: Christian Elementary School Teacher**

**Overview:** Faith Christian Academy is looking for full-time teachers. The qualified individual must be an evangelical Christian committed to living a biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing day-to-day duties. The teacher shall be one who feels called by God to the teaching profession. He/she must be devoted to prayerfully working with administration, faculty, students, and parents to develop and maintain a school that is thoroughly Christian and academically exceptional.

**Job Title:** Elementary School Teacher

**Hours of Work:** Full-Time 1st Grade Teacher

**Goal:** The 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 glory of God.

**Reports to:** All teaching staff are directly responsible to the Principal.

**Evaluation:** Teacher performance will be evaluated in accordance with procedures set forth in the Teacher Handbook.

### **Education and Experience:**

Expectations

- Hold a bachelor's or higher degree from an accredited college or university.

Preferences

- Have completed student teaching and/or other educational field experience
- Have two or more years of classroom teaching experience
- Have a current teaching certificate from a Christian school association and/or State Teaching Certificate in Education. (Be willing to immediately obtain FLOCS certification if applicable)

### **Personal Qualifications:**

- Adhere to the FCA statement of faith
- Be deeply committed to a consistent daily walk with Jesus Christ
- Spend time daily in personal devotions and prayer
- Faithfully attend a local, Bible-believing church
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).

- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ
- Follow the Matthew 18 principle in dealing with students, faculty, parents, and Administration
- Motivate students to accept God's gift of salvation and to grow in their faith
- Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program
- Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions
- Be willing to participate eagerly in professional development
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy
- Respectfully submit and be loyal to constituted authority. Teachers should notify the administration of any policy he/she is unable to support. Teachers should also be willing to provide input and constructive recommendations for administrative and managerial functions in the school.

### **Professional Qualifications:**

#### Expectations for teacher

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning. Submit lesson plans in Curriculum Trak by the start of school Monday morning.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities by building on a biblical-worldview foundation in every area
- Attend staff meetings regularly and on time
- Expected to be present for other special functions after school and occasionally for meetings or other functions in the evening.
- Have adequate knowledge of computer technology in order to post grades, communicate with parents, and present lessons using classroom technology devices
- Meet everyday stress with emotional stability, objectivity, and optimism
- Use acceptable English in written and oral communication and speak with clear articulation
- Utilize teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school
- Assess the learning of students on a regular basis and maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
- 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.

- Attend and participate in scheduled devotions, in-service, retreats, committee, faculty, and parent-teacher organization meetings
- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds
- Perform other duties which may be assigned by the administration. Keep in mind that our work is for Him: "Wherefore we labor, that, whether absent or present, we may be accepted of Him" (2 Corinthians 5:9). We should agree that leading, teaching, or working in this school ministry is a privilege. Remember that we stand before our students and their parents representing the Lord.

#### Classroom Management

- Maintain a clean, attractive, well-ordered classroom.
- Open classes with prayer and pray during the day with and for students.
- Enforce the school's discipline policy.
- Identify individual student needs and work with colleagues and other learning professionals to offer every opportunity for success to each student.
- Supervise students in different settings as needed, including but not limited to lunch duty, the classroom, assemblies, field trips, and drop-off lines.
- Grade and return student work promptly.
- Send out assignments and pertinent information in a timely manner.

#### Physical Requirements

- Teachers are regularly required to stand and walk (approximately 75% of each day); talk clearly; hear; operate a computer, hand-held learning devices, and other office equipment; reach with hands and arms; bend; stoop; twist; climb stairs and lift and/or move up to 25 pounds.
- Each teacher must handle multiple tasks with energy and good organizational skills.
- Each teacher must be able to supervise students outdoors in different weather conditions.