

TEACHER JOB DESCRIPTION

Title: Multi-Grade Elementary Classroom Teacher
(assigned respectively as K4/5, 1st/2nd, 3rd/4th, 5th/6th)

Overview: The teacher shall be a professing believer in Jesus Christ as their Lord and Savior, be a college graduate, who feels called of God to the teaching profession. Other qualifications may be added by the board as deemed appropriate.

Reports to: Principal

Evaluation: Teacher performance will be evaluated in accordance with provisions of the board's policy on evaluation of professional personnel and this job description. Details are found in the Employee Handbook.

Status: Part-Time (M/W/F) or Full-Time (M-F)

JOB SUMMARY:

Teachers at The King's Academy will role model a consistent daily walk with Jesus Christ. TKA teachers will create a joyful, exciting, Christ-Centered learning community where students are empowered to reach their full potential academically, socially, emotionally, and spiritually. TKA teachers will integrate a biblical worldview within all areas of study and foster a love of learning while educating within a multi-grade classroom to implement The King's Academy Purpose by utilizing personal learning & achievement plans for each student and engaging, challenging, application-based, curriculum which allows for advancement based on subject mastery.

QUALIFICATIONS

TKA teachers shall:

1. Minimum of a bachelor's degree with two years of teaching experience within Kindergarten – 8th grade.
2. OR, a bachelor's degree in education with student teaching experience
3. Current teacher certification within EC – grade 8, *preferred*
4. ACSI teacher certification or willingness to obtain, *preferred*

IN FAITHFUL LIVING**TKA teachers shall:**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with The King's Academy's Statement of Faith.
4. 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.
5. Be a Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seek to role-model in speech, actions, and attitude a consistent daily walk with Jesus Christ; set an example of the importance of spiritual discipline; and encourage students in the importance of a personal relationship with Jesus Christ and growing in their faith.

IN SUPPORTING THE TKA VISION/PURPOSE**TKA teachers shall:**

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Cooperate with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
3. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
4. Support the broader program of The King's Academy by attending extracurricular activities when possible.
5. Meet everyday stress with emotional stability, objectivity, and optimism.
6. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
7. Use acceptable English in written and oral communication. Speak with clear articulation.
8. Seek the counsel of the Administrator, faculty, staff, and parents while maintaining a teachable attitude.
9. Comply with all The King's Academy policies and procedures and attend and successfully complete all required meetings/trainings including but not limited to parent conferences, faculty meetings, devotions, school functions and trainings.
10. Notify the administration of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.

IN PERSONAL QUALITIES**TKA teachers shall:**

1. Demonstrate commitment to the vision and purpose of The King's Academy
2. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

3. Communicate as an articulate spokesperson verbally and in writing for students
4. Use inquiry as a tool to inspire and motivate students.
5. Develop constructive and cooperative relationships with others and maintain them over time.
6. Keep up to date technically
7. Use research, data analysis and performance assessment to identify the needs of students and to offer creative solutions to learning problems.
8. Highly organized; able to successfully manage many projects with multiple moving parts.

IN INSTRUCTIONAL PLANNING

TKA teachers shall:

1. Translate the school's curriculum maps into specific objectives for lessons suitable to the age level and developmental needs of your students.
2. Plan broadly through the use of semester, quarterly and weekly plans and objectives; prepare and submit lesson plans as required.
3. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
4. Select and use curricular materials and plan teaching-learning experiences that help each student achieve the stated objectives.
5. Plan units that help students see wholeness and relevance in learning.
6. Plan lessons that connect biblical principles to concepts about God's world.
7. Plan a variety of teaching strategies to match the learning styles of the students.
8. Choose content that helps students see the variety and the integrity of God's creation.
9. Select in advance the means of assessment to measure students' learning for a lesson or unit.
10. 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.
11. Plan through approved channels the balanced use of field trips, guest lecturers, and other media.
12. Prepare weekly assignment sheets for the satellite classroom time supervised by parents at home, using this time effectively for drill, review, enrichment, discussion, or project work.

IN CLASSROOM INSTRUCTION

TKA teachers shall:

1. Use class time well with activities that engage students' attention and have a clear purpose.
2. Use valid teaching techniques to achieve curriculum goals and affect student learning.
3. Give clear directions and well-organized examples and explanations.
4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.

5. Establish a culture for learning.
6. Create and maintain a classroom environment of respect and rapport.
7. Keep proper discipline in the classroom and on the school premises for a good teaching environment.
8. Maintain a clean, attractive, well-ordered classroom
9. Listen carefully to student ideas and apply them to the lesson.
10. Use questions and explanations that promote clear thinking and awe in students.
11. Show interest and wonder in all learning through gestures, body movement, and voice inflection.
12. Compose useful connections to what students are learning to what they have already learned.
13. Provide direct and indirect instruction to a diverse student population in a multi-grade classroom.
14. Work with students individually, in small groups and whole class, using a variety of teaching strategies such as discussions, paired instruction, literary circles, and demonstrations.
15. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
16. Use technology to enhance instruction with multiple opportunities for student engagement with technology.
17. Use an inter-disciplinary approach to promote student inquiry into a wide variety of topics and in different contexts.
18. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.

IN RELATING TO STUDENTS

TKA teachers shall:

1. Establish a climate of love, care, and affirmation.
2. Define responsible Christian behavior for students, including guidelines and consequences for good and bad behavior in the classroom.
3. Help students learn self-discipline through appropriate encouragement, correction, and counseling.
4. Provide organized learning that helps students support and learn from each other.

IN STUDENT ASSESSMENT

TKA teachers shall:

1. Observe and evaluate students' performance, behavior, social development, and physical health.
2. Prepare, administer, and grade performance tasks and assignments to evaluate students' progress.
3. Assess the learning of students on a regular basis and provide progress reports as required.
4. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
5. Share the purpose, method and results of student assessments with the

- student(s) and their parents or guardians.
6. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
 7. Maintain accurate and complete student records

IN PARENT RELATIONS AND EDUCATIONAL COLLABORATION

TKA teachers shall:

1. Develop and maintain rapport with parents treating them with friendliness, dignity, and consideration.
2. Promptly reply within a responsible time period (usually within a day) to email, text, and phone calls received by parents
3. Proactively communicate with parents concerning student's performance, providing sufficient notice of deficiencies and failure.
4. Post at-home lesson plans in a timely manner as assigned by Principal and notify parents of any changes that might occur during the week.
5. Adequately communicate at-home requirements to ensure student success
6. Ensure at-home homework lesson plans clearly communicate expectations to be fulfilled during the at-home school day.

IN PROFESSIONAL GROWTH AND RESPONSIBILITY

TKA teachers shall:

1. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
2. Collaborate with other teachers and administrators in the development, evaluation, and revision of the school's curriculum, organization and structure.
3. Attend educational conferences, webinars, and conduct action research in order to maintain and improve professional competence.
4. Attend staff meetings as required.
5. Take responsibility for all tasks related to the classroom, parent communication, and, to some extent, the broader school community.
6. Maintain and improve professional competence through continuing education in specific grades taught and subject area.
7. Remain current on the purposes of Christian education.
8. Utilize educational opportunities and evaluation processes for professional growth.
9. Work constructively with colleagues and administration by contributing ideas and listening to the ideas of others.
10. Be able to articulate in writing and speaking how your Christian faith integrates with your teaching

IN COMMUNITY RELATIONS

TKA teachers shall:

1. Celebrate Christian education in the broader community.
2. Seek contributions from community members in educating the school's students.
3. Participate actively in the community, especially the church community.
4. Model love for Christ and students beyond the school day and campus.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

The King's Academy has a racially nondiscriminatory policy. The King's Academy does not discriminate against applicants and employees on the basis of race, color, or national or ethnic origin.