

Job Description for Teachers at New Life Christian Academy

Responsible to: Administrator (and principal)

Position purpose: To carry out faithfully all the responsibilities of a Christian teacher as described in New Life Christian Academy's Philosophy of Education.

Qualifications:

1. A baccalaureate degree from a college or university.
2. Current certification in this state in the subject area or grade for which the teacher is hired (exceptions made only by the administrator and board) **or** be actively pursuing certification.
3. Signed agreement with Statement of Beliefs of the school (on application).
4. Active member of a church whose teaching agrees with the Statement of Beliefs of the school.
5. Declared intent to educate current and prospective children in his/her family at NLCA.
6. Demonstrated ability to teach children and/or young people well.

Responsibilities:

1. Demonstrate a love for God:
 - a. Express specific knowledge of the Bible and its application to subject area(s).
 - b. Practice daily devotions of prayer and reading of God's Word.
 - c. Give Christian service to others both within and outside the school.
 - d. Model an exemplary Christian walk in speech and acts.
 - e. Submit to authority out of obedience to Christ.
2. Demonstrate love for students:
 - a. Treat each child as uniquely gifted by God.
 - b. Show through actions that each child is made to reflect God Himself.
 - c. Discipline all students fairly and firmly out of love for them.
 - d. Encourage all students persistently (catch them "doing good").
 - e. Evaluate students' progress in learning with announced criteria fairly applied.
3. Demonstrate Christian professional competence and vision:
 - a. Show a strong knowledge of learning theory, curriculum design and subject area(s).
 - b. Construct and/or use courses, units and lessons that integrate knowledge.
 - c. Implement the required curriculum as determined by the school for the grade levels assigned.
 - d. Use evaluation instruments: (1) that match the school's goals and specific objectives, (2) that allow each child to show what he/she has learned and (3) that help students meet high expectations for learning.
 - e. Fit students with the "glasses of Scripture" for viewing all of life rightly.
 - f. Pursue further learning of subject area(s) while seeking the best pedagogy for the school's goals.
 - g. Plan and organize the day-to-day work and assignments for the students.
 - h. Present the material and involve students in learning activities.
 - i. Undertake "all school" duties including supervision and attendance.
 - j. Participate at all scheduled faculty meetings and related duties as required; including mandatory attendance at the ACSI Teacher Convention if the faculty is attending
 - k. Assess and keep accurate records of student progress and assist in future placements and referrals.
 - l. Develop a pleasant working atmosphere and promote positive student attitudes toward learning and school.

- m. Develop routines which promote constructive work habits and foster student initiative.
 - n. Participate in faculty committee work and in "all school" events as scheduled.
4. Communicate effectively according to Biblical standards:
 - a. Speak clearly, honestly and with great concern for the audience.
 - b. Use fresh analogies to connect new concepts to students' experiences.
 - c. Relate stories of God's faithfulness, personal and communal, with clarity and enthusiasm.
 - d. Vary the means (visual, audible and tactile) and language (abstract, concrete, metaphorical, etc.) depending upon the subject and needs of all children.
 - e. Model awe for the destructive power of sin and God's restoration of creation and human beings.
 5. Build Christian community within and outside the school:
 - a. Give help to fellow teachers and support staff.
 - b. Assist students beyond the classroom - playground, hallways, extracurricular activities, mentoring, etc.
 - c. Meet with staff members to listen and exchange advice for helping students meet the goals of the school.
 - d. Contact parents for help in educating their child.
 - e. Provide a classroom atmosphere that fosters a positive Christian educational experience.

Classroom Management and Supervision

1. Practice engaging presence while teaching - effective teachers stand as they teach, giving themselves a clear vision of all students in the classroom or wherever the class may be (chapel, outside, programs, hallways, etc.)
2. Effectively monitor student work/progress
 - a. Move around classroom while teaching/lecturing
 - b. Check students' work at **their** desks during seatwork and project time(s)
 - c. During testing, teachers should be moving about the classroom to assist students with personal accountability during testing and evaluations.
3. Organization and Cleanliness
 - a. Teachers are responsible for maintaining well organized classrooms
 - b. Teachers must regularly dust/clean their classrooms
 - c. Teachers must change bulletin boards monthly, providing engaging visual stimulation for their students
 - d. Teachers must assist students in maintaining their personal spaces (desks/lockers)
4. Additional responsibilities
 - a. All teachers are given supervision of student responsibilities before/after school (scheduled days/times)
 - b. All teachers are given lunch/recess supervision responsibilities (scheduled days)
 - c. All teachers must supervise their class by walking with them to extra-curricular classes, recess, dismissal, assemblies, chapel, etc. **NOTE:** Teachers should never "lead" the students, but walk at the end of the line in order to properly supervise behavior in the hallways, etc.
 - d. It is the teacher's responsibility to manage their class during all transitions – whether this is in the contained classroom, or in another part of the school building/grounds.
5. Teachers must give a "sense of presence" at all times with their students – multitask in your classroom. As a student is reading aloud, you should be moving around the classroom, listening, following along, and correcting students who are distracted.

"A teacher is a foot soldier – you don't ride in the jeep or fly the plane – you walk as you do battle."