



Teacher Job Description

Title: Classroom Teacher
(Including Substitute Teacher)

Overview: The teacher shall be a born-again college graduate, who feels called of God to the teaching profession. Other qualifications may be added by the board as deemed appropriate.

Reports to: Dean of Academics
Administrator

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

BASIC FUNCTION:

The classroom teacher will be expected to use valid teaching techniques to achieve curriculum goals and affect student learning, to integrate Biblical principles and a Christian philosophy of education throughout the curriculum, and to role model a consistent daily walk with Jesus Christ.

REQUIRED PERSONAL QUALITIES

The teacher 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 Covenant Christian 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.



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ADDITIONAL PERSONAL QUALITIES

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.

JOB DESCRIPTION – Essential Functions

The teacher 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 basic understanding of a comprehensive field of knowledge normally acquired through attainment of a bachelor's degree or higher in related field; at least 3 years of prior related experience is preferred.
4. Demonstrate a mastery of the subject material assigned.
5. Teach classes as assigned following the prescribed scope and sequence as scheduled by the Administrator/Dean of Academics.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
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. Plan broadly through the use of semester, quarterly and weekly plans and objectives; prepare and submit lesson plans as required.
10. 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.
11. Use valid teaching techniques to achieve curriculum goals and affect student learning.



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12. 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.
13. Plan through approved channels the balanced use of field trips, guest lecturers, and other media.
14. 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.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
17. Proactively communicate with students, parents, and the administration concerning each student's performance, providing sufficient notice of deficiencies and failure.
18. Follow established guidelines for dealing with students, parents, administration, and staff.
19. Recognize the need for good public relations. Represent Covenant Christian Academy in a favorable and professional manner to Covenant Christian Academy's constituency and the general public.
20. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
21. Follow the principles of Matthew 18 in dealing with conflict with students, parents, staff, and administration.
22. Seek the counsel of the Administrator, faculty, staff, and parents while maintaining a teachable attitude.
23. Comply with all Covenant Christian 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 training's.
24. Know the procedures for dealing with emergency situations.
25. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

JOB DESCRIPTION – Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions at Covenant Christian Academy.
4. Support the broader program of Covenant Christian Academy by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.



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JOB DESCRIPTION – Physical Requirements

The teacher shall be able to:

1. Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important.
2. Bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift.
3. Recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.
4. Use up to 100 pounds of force occasionally, and/or up to 10 pounds of force continuously to move objects and/or people.
5. Perform child restraint as necessary if that child is going to harm themselves or others.
6. Perform duties with moderate to no supervision though the supervisor is usually available; most tasks are governed by standard practices, however some are not; therefore, innovative thinking is required.
7. Handle multiple tasks with energy and good organizational skills.
8. Drive assigned vehicle with appropriate state driver's license; follow all laws applicable.
9. Take CPR and first aid.
10. Maintain sufficient good health to properly discharge duties consistently; employees who have an infectious disease or skin lesion shall not be permitted to work for the duration of the communicability.

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.

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