



TEACHER JOB DESCRIPTION

General Description: To prayerfully help students learn subject matters, skills, and attitudes that will contribute to their development as mature, able, and responsible young men and women of God. To help advance the mission and vision of United Christian Academy.

Reports To: The Principal directly and indirectly to all authorities to whom the Principal is subject.

Qualifications:

- Must be a born-again Christian.
- Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
- Must be able to support and comply with the school's Statement of Faith and Statement of Conduct.
- Must be a member of an evangelical, Bible-believing church.
- Must possess Biblical knowledge and the ability to integrate Scripture into subject matters taught.
- Must have an understanding of and commitment to UC Academy's educational objectives and philosophy of education.
- Must hold a Bachelor's degree and teacher's certification through the Association of Christian Schools International (ACSI). The school prefers and provides additional compensation for dual certification (ACSI + State).
- Must have sufficient health and physical endurance to be able to complete assigned responsibilities.

Domain 1: Personal & Spiritual Responsibilities

- 1.1 Displays a personal decorum that models professionalism, modesty, and good taste
- 1.2 Models Christian virtues in attitude, speech, and action
 - Exhibits the fruit of the Spirit (Gal. 5:22, 23)
 - Models and cultivates habits of prayer, faith, and encouragement in self and others
 - Participates and contributes to staff devotional and prayer
 - Commits and contributes to a local church

- 1.3 Possesses a solid and growing knowledge of the Scripture and Christianity
- 1.4 Disciples students toward spiritual growth and maturity
- 1.5 Maintains good health and physical endurance to fulfill job duties
 - Maintains good attendance

Domain 2: Classroom Management

- 2.1 Maintains a physical classroom environment that is conducive to teaching and learning
 - The classroom is warm and inviting
 - The classroom is clean, safe, and orderly
 - Displays are updated regularly, showing students' work or instructional materials
 - Classroom set up and furniture arrangement facilitates--not hinders--instruction
- 2.2 Facilitates positive, productive interactions in the classroom
 - Teacher demonstrates genuine care and respect for students
 - Students exhibit cordial respect for teacher
 - Students are polite, respectful, and encouraging to one another
- 2.3 Ensures that students consistently perform at a high level
 - Teacher establishes and leads class to work towards high standards
 - Students understand and follow classroom procedures and standards
 - Students engage in lessons/tasks productively and enthusiastically
 - Students are intrinsically motivated to give their best efforts
 - Transitions students between lessons/activities with minimum down time
 - Teacher maintains proper control of classroom

Domain 3: Instruction

- 3.1 Plans and teaches lessons that contribute towards fulfillment of expectations outlined in Curriculum Guides
 - Completes and submits lesson plans as instructed by Principal
- 3.2 Presents lessons that are well structured and appropriately paced
 - States a clear objective for each lesson
 - Lessons contain introduction, body, and conclusion
 - Uses transitions to connect main points
 - Integrates lessons with other disciplines
- 3.3 Presents lessons that "connect" with students
 - Connects lessons to students' prior knowledge or experience

- Tailors lessons for group's maturity and ability level
 - Appeals to different modes of learning (audio, visual, kinesthetic)
 - Checks for understanding and adjusts when necessary
- 3.4 Cultivates high level, critical thinking skills in students
- Encourages students to explain, elaborate, or defend answers
 - Guides students in problem-solving processes
 - Equips students to analyze, synthesize, and apply
 - Refrains from "spoon feeding" students
 - Corrects student errors appropriately and sensitively
- 3.5 Instills a Biblical worldview in students
- Makes direct connection to Scripture when appropriate
 - Guides students to evaluate content against a Biblical worldview
 - Encourages students towards faith in and obedience to God
- 3.6 Creates opportunities for student participation and active learning
- Uses Q & A, discussions, role playing, and other methods that facilitate active participation
 - Uses technology, manipulatives, teaching materials, and other resources to aid the teaching-learning process
 - Provides adequate opportunities for guided practice and independent practice
 - Uses field trips, guest lecturers, and other media to enhance learning
- 3.7 Uses homework, tests, and assessments skillfully to ensure student learning
- Assigns proper amount of study load and homework to meet learning objectives
 - Uses diverse, appropriate assessment methods to measure teaching-learning effectiveness, and makes instructional adjustments when appropriate
 - Ensures that assessments are aligned with learning objectives
 - Provides accurate interpretation and implications of assessment results

Domain 4: Professional Responsibilities

- 4.1 Maintains a system for recording and reporting on student progress and performance
- Keeps students, parents, and administration adequately informed and involved to remedy academic or behavior deficiencies
 - Provides timely, accurate progress reports and report cards
- 4.2 Builds strong partnerships with parents
- Engenders parental support and trust
 - Communicates with parents regularly and effectively
 - Employs and coordinates parent volunteers in class activities
- 4.3 Contributes to the general well-being and improvement of the school

- Assists the School Board and Administration in implementing policies and procedures
- Collaborates and cooperates with colleagues
- Attends and contributes to required school meetings and functions

4.4 Maintains and improves professional credentials

- Seeks opportunities for professional growth and development

4.5 Completes other tasks assigned by administration.

4.6. Additional events for the current school year include, but are not limited to:

- High School Retreat (**High School Teachers Only*)
- Field Trips
- Parent/Teacher Conferences
- Weekly Teacher Meetings