



PROVIDENCE CHRISTIAN ACADEMY

*Soli Deo Gloria*

## **Christian School Teacher Job Description**

**Title:** Christian School Teacher, Grades K–12

**General Description:** Teachers will prayerfully help students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

**Reports To:** Superintendent

**Supervises:** Student teachers, aides, volunteers

### **QUALIFICATIONS**

#### **Spiritual**

- Models a consistent daily walk with our Lord Jesus Christ in speech, actions, attitudes
- Professes and Signifies annual agreement with the PCA Lifestyle Statement, PCA Doctrinal Statement, and PCA Philosophy of Education
- Sets example of the importance of prayer, Scripture memorization and study, catechism, witnessing, and unity in Christian fellowship
- Implements principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith in the Lord Jesus Christ
- Emphasizes to students the reality of their self-worth in Christ

#### **Instructional**

- Integrates biblical principles and the PCA Christian philosophy of education throughout the curriculum
- Demonstrates mastery of the subject matter
- Uses valid teaching techniques to achieve curriculum goals and promote student learning
- Teaches classes as assigned and scheduled by the administrator
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work
- Prepares and submits weekly schedule and plans for the administrator's review
- Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional.
- Plans, through approved channels, the balanced use of *Providence 360* trips, guest lecturers, and other media
- Uses homework effectively but sparingly for drill, review, enrichment, or project work
- Assesses the learning of students on a regular basis and provides progress reports as required
- Keeps proper discipline in the classroom and on the school premises for a good teaching environment

## Non-instructional and Professional

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Maintains regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress
- Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure
- Maintains a clean, attractive, well-ordered classroom
- Accepts a share of responsibility for extracurricular activities as assigned
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of the administrator, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Attends and participates in scheduled devotional, committee, and faculty, and parent-teacher meetings
- Demonstrates knowledge of procedures for dealing with emergencies
- Contributes to the general improvement of the school program

## Personal

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste
- Uses acceptable English in written and oral communication; speaks with clear articulation.
- Develops and maintains rapport with student, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

## Annual Evaluation and Contract Recommendation

The annual evaluation and contract recommendation will include categories included on this Job Description, along with any other relevant data, with the following potential determinations:

- \_\_\_\_\_ Recommended for contract renewal and continued employment
- \_\_\_\_\_ Recommended for placement on 90-day probation
- \_\_\_\_\_ Not recommended for contract renewal

Administrator \_\_\_\_\_ Date \_\_\_\_\_

Teacher\* \_\_\_\_\_ Date \_\_\_\_\_