



Job Title: High School English Teacher

Status: Full-time position for the 2024-25 school year
M, T, Th, F from 7:30am-3:30pm and Wednesdays from 7:30am-4pm
Instructional Day: 8:00am-3:00pm

Prepared by / Date: JD Zubia / February 2024

Reporting Structure: This position reports to the Upper School Principal.

Position Summary

Palmetto Christian Academy is seeking a full-time High School (grades 9-12) English teacher who can teach English courses with a distinctly Biblical worldview integrated throughout the curriculum and instruction. The candidate must possess at least a bachelor's degree in education or English with a minimum of one year of teaching in a high school setting. The preferred candidate will possess a Master's degree and an ACSI or South Carolina teaching certificate.

Primary Responsibilities

- Planning, creating and implementing English lessons that promote an engaging, positive and interactive learning environment.
- Prepare, administer and evaluate tests and classroom assignments following curriculum guidelines
- Work closely with Upper School Instructional Coach to deliver approved curriculum
- Work closely with Upper School Instructional Coach to review textbooks
- Perform administrative duties under the direction of the Upper School Principal to include grading, discipline, attendance, dress code management, lunch/hall/dismissal supervision

Qualifications and Requirements

- Possess a Bachelor's degree or higher in English or education from an accredited university and have a minimum of one year of experience in teaching English to high school students, preferably in a Christian School environment.
- Be willing to work toward an ACSI teacher certification.
- Must have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community.
- Must be able to articulate his/her Christian worldview and philosophy of Kingdom education

- Must have thorough knowledge of English language concepts.
- Able to implement policy and procedures of the English department and school.
- Must possess strong communication and interpersonal skills.
- Must attend faculty meetings, professional development seminars, and devotions.
- Must be proficient with MS Office Suite and/or Google Workspace
- Must have familiarity or willingness to learn Blackbaud software for student management

Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ. If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions to Mrs. Casie Benton, Executive Assistant to the Principals, at cbenton@palmettochristianacademy.org.