

Job Description
Calvary Chapel Academy
Elementary Teacher

REPORTS TO: Administrator over Grade
FLSA STATUS: Exempt (Salaried)
Hours/week: 40
Campus: Melbourne Campus

The CCA Teacher insures that students learn attitudes, skills, and subject matter which will contribute to their overall development as mature, able, and responsible Christians.

Job Responsibilities:

Teacher:

- Teach classes as assigned following the curriculum, curriculum guides, and prescribed scope and sequence as provided by administration
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of lesson plans
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the student, challenging each to do his/her best work
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- 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
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media
- Use homework effectively for drill, review, enrichment, or project work
- Assess the learning of students on a regular basis and provide progress reports as required
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
- Keep students, parents, and administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public
- Keep the proper discipline in the classroom and on the school premises for a good learning environment
- Maintain a clean, attractive, well-ordered classroom
- Prepare adequate information and materials for a substitute teacher
- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian Role modeling
- Lead students to a realization of their self-worth in Christ
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities

Other Duties and Responsibilities:

- Keep all (students, parents, staff) personal and medical information confidential
- Be familiar with emergency protocols
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy
- Respectfully submit and be loyal to constituted authority
- Shall notify the administration of any policy he/she is unable to support
- Refuse to use or circulate confidential information inappropriately
- Place his/her teaching ministry ahead of other jobs or volunteer activities
- Make an effort to appreciate and understand the uniqueness of the community
- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment with the school
- Seek the counsel of an administrator, colleagues, and parents while maintaining a teachable attitude
- Attend and participate in scheduled devotional, in-service, retreat, committee, faculty, and Parent Teacher Fellowship meetings
- Know the procedures for dealing with issues of an emergency nature
- Supervise extracurricular activities, organizations, and outings as assigned
- Utilize educational opportunities and evaluation processes for professional growth
- Provide input and constructive recommendations for administrative and managerial functions in the school
- Support the broader program of the school by attending extracurricular activities when possible
- Perform any other duties that may be assigned by the administration

Required Skills:

- Hold the minimum of a bachelor's degree from an accredited postsecondary institution in related field
- Hold a minimum of an ACSI temporary teacher certification or be willing to participate in a program to complete the requirements for certification within a specified time period
- 5 years teaching experience preferred
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, emailing, and accessing the Internet
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator
- Possess good verbal and written communication skills

Other Qualifications:

- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church
- Have a conviction that God has called him/her to Christian school ministry
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters
- Follow the Matthew 18 principle in dealing with conflict