

CLASSROOM TEACHER

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes spiritual and academic growth; to motivate students to develop skills, attitudes and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; and to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Qualifications: Graduation from a college or university which is recognized by ACSI
Hold an ACSI certification or be able to obtain one upon employment
Statement of faith, active church membership

Supervisor: Divisional Principal

Responsibilities:

Duties for the job include, but are not limited to:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- Conducts self in word, deed and attitude that is consistent with the current mission, philosophy and goals of the Academy.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to appropriate administrator as necessary.
- Promotes the spiritual aspect of TBCA by teaching from a biblical worldview that is evident in lesson planning and implementation, by encouraging students to have a personal relationship with Christ and encouraging a maturing of this relationship and by holding students accountable for Christian behaviors.
- Teaches grade level/ subject(s) assigned by the divisional principal utilizing a course of study as set forth in the Curriculum Guide of TBCA.
- Develops lesson plans, curriculum mapping and other curriculum materials as directed by divisional principal.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
- Translates lesson plans into multiple and varied learning experiences so as to best utilize the available time for instruction.
- Obtain the divisional principal's approval before using media, materials, or speakers which are outside the approved curriculum.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Administers group standardized tests in accordance with the Academy's testing program.
- Satisfies requirements to obtain and maintain ACSI certification.
- Completes training required and provided by TBCA such as, but not limited to, CPR, First Aid, Blood borne pathogens.
- Maintains professional competence through in-service education activities provided by professional growth activities.

- Participates in curriculum development and other professional committees for Academy accreditation.
- Evaluates students' academic and spiritual growth, keeps appropriate records, and prepares progress reports and report cards.
- Completes paperwork including but not limited to the following:
 - Reports for permanent files
 - Eligibility reports for athletes
 - Inventories of classroom equipment/supplies/books
 - Record of attendance
 - Scope and sequence development
 - Work necessary for ACSI & Advanced ED accreditation
- Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program.
- Creates an effective environment for learning through functional and attractive room décor; classroom and teacher's belongings should be neat and maintained properly. Report maintenance issues to appropriate personnel.
- Supervises students in out-of-classroom activities during the school day.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies.
- Attend and participate in the following:
 - Morning devotions
 - Teacher's meetings
 - Evening programs
 - ACSI Convention
 - Other
- Arrives and departs at the stated times in TBCA's teacher handbook unless time is approved in advance by divisional principal.
- Maintains a professional image, a neat and well-groomed appearance.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.