

Classroom Teacher Job Description

Mission: at Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

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
Agrees and signs TBCA Statement of faith
Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.

Supervisor: Director of Education

Personal Conduct:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in professional manner at all times. Conduct self in word, deed and attitude that are consistent with the current mission, philosophy and goals of the school.
- All information regarding staff, children and their families shall be kept strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance; wears staff school badge.
- Report absences due to illness or emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate back-up and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs or policies.
- 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.

Professional Development:

- Maintain ACSI certification
- Community CPR/First Aid certification
- Playground Safety Training
- Fire Safety Training
- Intruder Training

Essential Job Functions:

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

- 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 Director of Education 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 Director of Education.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Obtain the Director of Education'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.
- 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:
 - Grade reports for permanent files
 - Eligibility reports for athletes
 - Inventories of classroom equipment/supplies/books
 - End of year evaluation form
 - Records 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 Director of Education.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift

Printed Name

Signature

Date