



METRO CHRISTIAN ACADEMY

K-12thTEACHER JOB DESCRIPTION

Supervisory Role:

The MCA academy teachers (kindergarten through 12th) are supervised by the principal who reports directly to the business manager.

Qualifications:

The teacher shall have a Bachelor's Degree in Elementary Education or Secondary Education, and should meet the qualifications for certification by the Tennessee Association of Christian Schools (TACS) or be willing to take the classes needed to obtain TACS certification. He/she must be a born-again Christian with a testimony that is above reproach. An active member of Metro Baptist Church (some exceptions apply.) He/she should feel called of God to the teaching profession. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow the "training of a child in the way he should go." Be in agreement with the Metro Christian Academy Statement of Faith and staff qualifications. He/she must pass a fingerprinting and background check every five years.

General Description:

To disciple students and actively engage in the MCA community in ways that promote student growth academically, spiritually, physically, socially, and relationally for the purpose of advancing the school's stated mission:

"Metro Christian Academy, a ministry of Metro Baptist Church, exists to co-labor with the parents to provide a balanced educational experience with a Christian worldview."

Duties and Responsibilities:

The teacher has the major responsibility of instruction in the assigned curriculum area. In the implementation of this responsibility, the teacher is expected to:

- Teach regularly scheduled classes as assigned on the master schedule.
- Determine the academic, spiritual, and social development of each student.
- Employ instructional aids, methods and materials that will provide for interesting and enthusiastic teaching.
- Accomplish educational goals established by the school.

Teaching Tasks:

In order to accomplish the above responsibilities, the teacher will do the following:

- Ensure that adequate preparations have been made to accomplish objectives established for the classes assigned.
- Plan broadly through the use of Goals and Objectives, Course Outlines, Scope and Sequence, and through the use of weekly Lesson Plans.
- Maintain adequate records of attendance and grades to meet the demands of the state, the request of the administration, and one's own need for knowledge of student progress.

- Make homework assignments for drills, review, assign project work sufficiently in advance of the due date so that the student will learn personal responsibility, the joy of self-study, and be sufficiently informed to handle the work at his/her grade level.
- Attend and participate in scheduled meetings, general faculty meetings, conferences, and parent teacher fellowships.
- Request instructional aids and materials for classroom use.
- Plan through approved channels the use of field trips, guest lectures, and other media for creative and interesting teaching.
- Take advantage of those opportunities that will improve professional development by continuing to read both within and outside one's own area of teaching and by continuing graduate courses of study.
- Teachers are to review current student's files enrolled in their class at the beginning of each year. Current student folders are filed alphabetically in the office by grade.
- As part of the end-of-year checkout procedure, teachers are to update student records with academic information annually.

Non-Teaching Duties:

- Each teacher is directly responsible to the principal for certain extra-curricular responsibilities as assigned or volunteered for. (Example: Late Stay)
- Serve as advisor as assigned to students.
- Keep records of textbooks assigned to themselves and the students.
- Keep proper discipline in the classroom for a good teaching environment and on the school premises for good interpersonal relationships.
- Attend teacher prayer meetings and other functions of the school when related to one's own area of responsibility, church services, and staff meetings.
- Other duties would include any meeting whether listed on the school calendar or not that is deemed important by the administration.
- Supervise such student activities as the principal may assign.
- Sweep and mop classroom weekly or bi-weekly.