



Faith Community Academy Elementary Teacher Job Description

Job Goal:

The Academy Teacher is responsible for upholding the vision, mission, and core values of Faith Community Academy Elementary School, creating an environment that promotes the social, emotional, cognitive and physical growth as well as the spiritual growth of the students. The teacher should serve as a team member in developing creative lesson plans and implementing them in the classroom. The teacher must work in cooperation with volunteers, parents, other teachers, the director, and any other personnel of Faith Community Academy Elementary School or Berea Baptist Church.

Line of Authority:

The teacher reports directly to the Academy's Director. He/She serves as a member of the administrative team and accepts responsibilities as identified by the Director.

Preferred Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader.
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children through the challenges of today's world.
- Have a solid understanding and commitment to the Academy's Statement of Faith.
- Hold a Bachelor's degree in the field of education (Master's Degree preferred) from an accredited institution.
- Possess a valid teaching certification from ACSI or other teacher accrediting organization.
- CPR Certified, or the willingness to obtain certification.
- Experience with accreditation.
- Effective oral and written communication skills.
- Ability to work cooperatively in a team setting, responsive to parents, director, and school staff.
- Ability and willingness to embrace new concepts and technology.

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her local church with a pastoral reference.
- Be a role model in speech, actions, and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Resolve conflict Biblically with parents, students, staff, and administration.
- Be available for prayer and counseling as needed by parents, teachers, and students.
- Be involved with devotional and prayer time with the faculty.

Personal Qualities:

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control and perseverance..
- Display professionalism in punctuality, mannerisms, and attire.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task. This includes but is not limited to:
 - Communicating with parents about progress and providing feedback on learning.
 - Being available for parent meetings, phone calls, etc. by answering email messages in a timely manner (within 24 hours).
 - Providing regular communication to parents and students on school activities, norms, and policies.
 - Establishing and maintaining a positive working relationship with parents.

Essential Functions

- Reflect the purpose of the school which is to honor Christ in every class and in every activity - making Him the ultimate focus in everything that we do.
- Motivate students to accept God's gift of salvation and help them grow in their relationship with Christ.
- Cooperate with the School Board and School Director in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned following prescribed scope and sequence.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a successful learning environment.
- Maintain a clean, attractive, well-ordered classroom. This includes but is not limited to:
 - Completing the daily classroom check-out list at the end of each school day.
 - "Resetting" the classroom on Fridays for the Sunday School Teachers.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book or online planning documentation.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- 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 any field trips, guest speakers, and other media that supports learning standards.
- Assess the learning of students on a regular basis and provide progress reports such as interim reports and report cards as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Attend and participate in scheduled devotional, in-service, professional development sessions, retreats, committee, faculty, and Parent/Teacher Fellowship meetings or conferences.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Prepare adequate information and materials for a substitute teacher.
- Maintain CPR/First Aid certification.

Supplemental Functions:

- Supervise and/or attend extracurricular activities, organizations, and outings as assigned.
- Utilize educational opportunities and evaluation processes for professional growth.
- Meet requirements for maintaining up-to-date teacher certification.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Perform any other duties that may be assigned by the administration.

Salary and Benefits:

- Competitive Salary
- 10-Month Position
- Medical/Dental/Vision Benefits Available
- Paid Time Off
- 25% Tuition Discount for Dependents
- Small Class Sizes: 15 Students or Fewer per Classroom