

Maranatha Christian Academy

Job Description: **ELEMENTARY CLASSROOM TEACHER**

### **GENERAL DESCRIPTION**

Generally, the teacher is responsible for planning and implementing an appropriate educational program for the children assigned to his/her class, following the guidelines of the school approved curriculum and course of study. The teacher is also responsible to fulfill assigned duties and tasks, attend designated in-service programs and calendared school events, and abide by the terms of contract and policies of the school.

### **PERSONAL AND PROFESSIONAL QUALIFICATIONS**

- Be a born again, consecrated Christian, supporting the purpose and goals of Maranatha Christian Academy.
- Have a rudimentary knowledge and understanding of the philosophy and objectives of the Christian school.
- Possess an ability to interact effectively with parents, peers, and administrative staff.
- Possess a state of Kansas teaching certificate and an ACSI teaching certificate or be in process of acquiring each while also demonstrating skill as a classroom teacher.
- Attend church services regularly in an evangelical Christian church of choice.
- Agree to and practice the terms of employment

### **PROFESSIONAL RESPONSIBILITIES**

- Be familiar with and abide by the policies and procedures of the school.
- Attend designated school events.
- Attend seminars, workshops and college courses to stay abreast of the educational trends and needs.
- Read current literature in the field of education to continue growth in specific knowledge and stimulate creative thinking.
- Participate in faculty devotions and special functions to promote Christian fellowship and mutual support.
- Develop area of specialty and contribute to the in-service of fellow faculty members.
- Serve as needed or assigned in at least one area of curriculum development. Experienced teachers should be prepared to serve as chairs of curriculum committees.
- Attend and contribute to scheduled faculty meetings in providing information, making helpful suggestions, and participating in consensus problem solving.
- Participate and contribute as time and talent allows to the overall program and extra-curricular activities for students at the school.
- Attend college classes, seminars, or in-services as needed to maintain ACSI certification. This includes Bible as well as other professional coursework.

### **CLASSROOM AND INSTRUCTIONAL RESPONSIBILITIES**

The following items are intended as a general description of classroom and instructional responsibilities and should not be interpreted as a comprehensive list. The role of a teacher is broad, varied, and responsive to the overall needs of the students and the school program.

- The teacher is generally responsible to present with appropriate method and preparedness the prescribed curriculum or course of study to assigned students.
- Through reviewing of cumulative record, class observations, parent conferences or appropriate evaluation instruments, assess the strengths and weaknesses of each student academically, emotionally and spiritually in order to best meet student needs.
- Promote the educational goals as stated in the teachers' manual within the educational context of the classroom.
- Maintain a well-disciplined, pleasant and stimulating classroom environment conducive to optimum participation in reaching spiritual as well as educational goals and objectives.
- Provide for the spiritual growth of the students with evangelical endeavors including prayer, counseling, and participation of the class in practical Christian ministry.
- Prepare and submit weekly lesson plans. Lessons should also include the integration of biblical concepts and principles when possible.
- Develop units of study as needed and maintain proper documentation to augment and contribute to the evolution of an ever-growing and improving curriculum.
- Be prompt to class and maintain the daily schedule.
- Fulfill extra duty assignments in the supervising of students.
- Lead teacher devotions as scheduled on the yearly calendar.
- Lead chapel services for students as scheduled.
- Aid custodial and maintenance personnel by training students to keep floors swept and room free of litter. Chairs should also be off the floor after school.
- Maintain appropriate student records including attendance, grades, discipline, and spiritual growth. Keep cumulative records of assigned students updated and in prescribed order.
- Develop a positive rapport with parents and keep them apprised of classroom expectations and activities or problems that may arise with their children.
- Provide for the safekeeping and accounting of all classroom textbooks.
- Submit a completed end-of-year report to the principal that will include an inventory of books, and classroom furniture and equipment. This inventory should also state needs for new material.
- Sign out all classroom supplies from central stores using proper procedures.
- Plan for and make effective use of assigned classroom volunteers or student aids.

## **EVALUATION**

- It is the goal of the administration to provide for at least two formative evaluations of teachers during the school year and one summative evaluation toward the end of the school year. A combination of methods is used and is described in a separate document.
- The purpose of the formative evaluations are to develop the potential in each teacher and to raise the level of consciousness in each as to what is good instructional technique. The exact methods, models and forms involved in the evaluation process will change as the needs and character of the staff changes over the years.

## **Minimum requirements: BS or BA in Education**

- Desired: A state Certificate of Teaching; an expertise in the age and subject matter of the grade levels

- Required: ACSI Teacher Certification is required within the two years at Maranatha

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