



## Elementary Teacher

*Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their life. Through the provision of outstanding school experience in academics, athletics, and the arts, Maranatha Christian Academy seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have a ministerial opportunity to disciple students in a biblical worldview.*

**Application Category:** Faculty

**Days/Hours:** August 1-the last day of school  
Hours: 7:30-4:00

**Job Classification:** Exempt, full-time employee with associated benefits

**Direct Report:** Elementary Principal

### Position Overview

Maranatha Christian Academy is seeking a committed Christian educational leader who lives, works, and teaches from a Biblical worldview. The elementary teacher is responsible for planning, implementing and assessing an appropriate educational program for the students assigned to his/her class, and following the guidelines of the school-approved curriculum and course of study.

### Job Duties & 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 methods and preparedness the prescribed curriculum or course of study to assigned students.
- Through reviewing cumulative records, class observations, parent conferences or appropriate evaluation instruments, assess each student's strengths and weaknesses academically, emotionally, and spiritually 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 and educational goals.
- Provide for the spiritual growth of the students with evangelical endeavors including prayer and counsel. In Bible classes, students will participate in a project of practical Christian ministry.

- Prepare and submit weekly lesson plans. Lessons should also include the integration of biblical concepts and principles on a consistent basis.
- 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, "redeeming the time."
- Fulfill extra duty assignments in the supervising of students.
- Aid custodial and maintenance personnel by training students to keep floors and room free from litter and chairs off the floor after school when necessary.
- Maintain appropriate student records, including attendance, grades, discipline, and spiritual growth.
- 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 and supplies.
- Submit a completed end-of-the-year report to the principal that will include an inventory of books, classroom furniture, and equipment stating 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 aides.

#### **Qualifications & Requirements:**

- A state Certificate of Teaching; an expertise in the age and subject matter of the grade levels
- ACSI Teacher Certification is required within the two years at Maranatha

#### **Physical Requirements:**

- Ability to run, climb stairs, and respond swiftly during emergencies.
- Move quickly in various situations.
- Agility and flexibility for navigating school premises.
- Ability to stand, stoop, crawl, bend or kneel.
- Visual and auditory acuity to support classroom management.