



# THE KING'S ACADEMY

**Job Title:** English Teacher  
**Job Status:** Full-Time, 10 Months  
**Exempt Status:** Exempt  
**Department:** English  
**Reports to:** Director of Curriculum & Instruction

## **Job Summary**

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for a teacher who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of this position is to provide classroom instruction to the students of The King's Academy, as well as be a Christian role model to them. Teachers should view their role as ministry, helping each student towards reaching their full potential in Christ. This position may include courses in up to three different subjects (including AP courses for High School).

## **Essential Job Functions**

### **Planning and Teaching**

- Develops a curriculum map for each course taught where learning objectives are aligned with California State Standards and the school's Expected Student Learning Results
- Prepares detailed lesson plans
- Uses a variety of teaching methodologies to create an engaging and safe classroom setting where all students are held to high expectations
- Incorporate technology in meaningful ways into instruction and learning

### **Grading**

- Grades all assignments, tests, quizzes, and projects in a timely manner, using the grading scale provided by the school
- Keeps an accurate record of all grades for each student, timely submitting them to the Registrar
- Records homework for the day/week on the school portal

### **Classroom Management**

- Keeps an accurate record of all attendance and tardies for each student
- Maintains discipline in the classroom to ensure maximum learning
- Provides a healthy and neat classroom that promotes a good learning and working environment
- Always keep an emergency lesson plan and current substitute folder for unexpected absences

### **Communication**

- Communicate with parents regarding their student's academic or behavioral status in the class
- Returns phone calls and emails within **one** business day
- Keeps an accurate record of all communications with parents
- Advises the Principal as soon as plans to be away from the classroom are being considered

### **Meetings and Events**

- Attends grade level and department meetings per the school calendar
- Mentor a group of students by meeting daily as part of the school's home group program

- Coordinates field trips and special events, as needed
- Attends grade-level trips per the school calendar
- Performs any other duties that may be assigned

## **Qualifications**

### **Education and Experience**

- Bachelor's degree in **English** or related field
- 1 year of teaching experience at the HS or JH level
- Experience in teaching AP-level courses is *preferred* (HS candidates)

### **Skills and Abilities**

- Demonstrated ability to communicate with teenagers and draw them close to Christ
- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Demonstrated ability to lead by example
- Able to work both independently and in a team setting
- Proficient with Google Suite and Apple Platforms
- Ability to learn new computer software systems

### **Core Characteristics**

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

## **Working Conditions & Physical Requirements**

- Required to use the computer throughout the day
- Frequently communicates with students, parents, and colleagues throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **Mid August-Early June, Monday-Friday from 7:45 am to 3:15 pm**
  - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
  - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.

## **Salary & Benefits**

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.

- **Pay Grid:** Faculty
- **Pay Grid Range:** \$65,586 to \$138,233
  - *This position is paid based on a preset salary grid, and the actual salary will be determined by applicable education and experience as determined by the Human Resources department. The starting pay listed reflects this position's minimum experience and education requirements. The top pay range represents the top of the pay grid for this position. It is rare for a candidate to enter this position at the top of the pay grid. Most candidates can expect to enter in the lower to middle section of the pay grid, depending on experience and education.*

**Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click our [application link](#) to be redirected to our recruiting website.**