

Position Title: Secondary Teacher  
Date Modified: March 2026  
FLSA Classification: Exempt  
Duty Schedule: 10 months  
Reports To: Principal

Position Purpose: Teachers will prayerfully help students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women, to the praise and glory of God.

### Essential Functions

- Actively participate, update, and contribute to the school improvement plan.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Participate in departmental and divisional meetings
- Keep personnel records, certifications, and other required information up to date.
- Follow the school's policies and procedures outlined in the Employee Handbook.
- Provide input and recommendations for administrative and managerial functions in the school.
- Satisfactory attendance and punctuality are conditions of employment.
- Contribute to the general improvement of Pantego Christian Academy.

### Instruction

- Integrate biblical principles and the Christian philosophy of education throughout the curriculum.
- Demonstrate mastery of the subject matter.
- Use effective teaching techniques to achieve curriculum goals and promote student learning.
- Teach classes as assigned and scheduled by the administrator.
- 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 or her best work.
- Employ a variety of instructional aids, methods, and materials (including technology) that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional, and creative.
- Plan, through approved channels, the balanced use of field trips, guest lecturers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Participate in curriculum development programs.
- Keep current in the subject area and instructional methods with continuing education.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Maintain grades and records of conferences with parents, including disciplinary actions, and other records as determined by administration.
- Prepare lesson plans to achieve objectives per the curriculum and submit to the Principal.
- Keep students, parents, and the administration adequately informed of student deficiencies and give sufficient notice of failure.

**Service**

- Actively promote and participate in school activities.
- Serve in areas deemed necessary by the administration.
- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.
- Attend and participate in scheduled committee and faculty meetings.
- Contribute to the general improvement of Pantego Christian Academy.

**Relationships**

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego Christian Academy.
- Willing to help and mentor other teachers.
- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Exercise friendliness and consideration, treating students without partiality.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

**Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

**Education and Experience**

- Minimum: Bachelor's Degree from an accredited school
- State Teacher Certification or ACSI Teacher Certification

**Skills and Qualifications**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and be loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speak with clear articulation.
- Recognize the need for good public relations; represent the school favorably and professionally to its constituency and the general public.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.

**Physical Requirements**

- Regularly stand, talk, hear, and interact with students.
- Be able to occasionally lift to 30 lbs.
- Regularly uses close and distance vision.
- Turn, bend, and reach for teaching tools.
- Maintain professional appearance (as outlined in the Employee Handbook).