

Job Title: Teacher
Department: Elementary
Category: Faculty; Salary
Reports To: Principal and Pastor / Superintendent

Summary: Instructs students in a single grade with all their subjects assuring that the mission of the schools is supported. Commits to professional growth.

Essential Duties and Responsibilities include the following (other duties may be assigned):

- Demonstrates expertise and mastery of content in subjects being taught
- Instructs students using best practice teaching methods, demonstrating, and using audiovisual aides and other materials to supplement presentations.
- Understands different learning styles and incorporates multiple styles in teaching
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of the school
- Assigns appropriate lessons and corrects homework, quizzes, tests, projects, etc. in a timely manner
- Administers tests to evaluate student progress, records results, and issues reports to inform parents of progress
- Uses assessments to direct teaching
- Keeps attendance records
- Maintains discipline in classroom and demonstrates effective classroom management skills
- Communicates with parents to discuss student progress and problems
- Participates in faculty meetings and professional development, educational conferences, teacher training workshops, and independent educational study for growth
- Seeks out additional support as needed for academic, emotional, spiritual support for students
- Performs related duties such as recess, sponsoring additional activities and student organizations, assisting students in selecting course of study, counseling student in adjustment and academic problems

FCA Education and Qualifications for prospective teachers

- Profess a personal faith in Jesus Christ as Savior and Lord
- Maintain a positive Christian testimony
- Be involved in a local church of like faith and practice, consistent with the FCA Statement of Faith
- Agree with and adhere to the employee handbook
- Use strong communication skills both oral and written
- Work comfortably with people and engage in substantive conversation
- Work diligently and independently and make judgments with minimal supervision
- Problem solve and take the right steps in seeking professional support when needed
- Ability to use technology; computers, Google Suite, Microsoft Office software, copy machines, manage student licenses online, enter grades and scores on various platforms, etc.

Education and/or Experience:

Bachelor's degree (B.A. or B.S.) from a four-year college or university with some teaching experience. A certified teaching credential is a plus.

To perform the job successfully, teachers should demonstrate the following qualities:

Spiritual

- Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes
- Integrates their faith, Christ, and God's word into classroom lessons
- Shows support for the role of parents as primarily responsible before God for their children's education and partners with them in that task
- Prays for and with other faculty and staff; encourages others in Godly living and excellence; lovingly holds others accountable; actively pursuing ways to encourage members of the school

Instructional

- Demonstrates mastery of the subject matter
- Uses valid teaching techniques to achieve curricular goals and promote student learning
- Plans 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 while preparing him or her for the next level
- Uses the maximum amount of class time for instruction
- Uses an appropriate amount of homework effectively for drill, review, practicing concepts or project work
- Assesses the learning of students on a regular basis and provides progress reports as required
- Communicates student expectations at the beginning of the year and throughout the year clearly
- Uses school-sanctioned tools to post homework and grades regularly as well as communicate important information
- Keeps proper discipline in the classroom, on school premises, at school activities
- Understands how to reach low-achieving students, providing interventions in the classroom to reach at-risk students
- Varies teaching strategies to reach all learning styles
- Demonstrates attitude of being a life-long learner

Professional

- Cooperates with the administration in implementing all policies, procedures and directives governing the operations of the school
- Promotes an attitude of respect, teamwork, and professionalism by speaking well to and of other faculty and staff members; supports entire school system
- Maintains regular and accurate attendance and grade records
- Keeps students, parents, and the administration adequately informed of the deficiencies and gives sufficient notice of failure
- Maintains a clean, attractive, and well-ordered classroom
- Accepts a share of the responsibility for extra-curricular activities as assigned
- Willing to listen to the counsel of administration, colleagues and parents and is teachable
- Understands the workflow of the school to know who to report to or get information from when needed
- Attends and participates in scheduled devotional, committee, and faculty meetings

- Arrives at work on time and stays until the workday is officially complete
- Reports to all scheduled supervision duties
- Dresses in a professional way that is set apart from students
- Responds to parental contact within 24 hours of initial inquiry
- Collaborates with other teachers within the system

Personal

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, humility, integrity, gratitude, kindness, self-control, and perseverance
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students without partiality
- Submits respectfully and is loyal to constituted authority
- Develops rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the public

Supervisory Responsibilities:

Oversees instructional aide if applicable to ensure his or her job description is adhered to, in addition, to perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of additional knowledge, skill, and/or ability required.

Competencies:

To perform the job successfully, an individual should demonstrate the following:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Business Acumen - Understands business implications of decisions; Demonstrates research-based understanding of available resources within the local school community; Aligns work with strategic goals.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Customer Service - Manages difficult or emotional situations; Responds promptly to parent/student needs; Solicits customer feedback to improve educational experience; Responds to requests for service and assistance; Meets commitments.

Delegation - Delegates work assignments as necessary; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Demonstrates attention to detail.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People – Works as a team in planning, decision-making, facilitating, or process improvement; Takes responsibility for subordinates' activities; Makes self available to colleagues; gives positive reinforcement to other aides and teachers they work with

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Ability to maintain confidentiality and use independent judgment; Ability to manage and impart confidential information as necessary.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Adapts strategy to changing conditions

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands in order to finger, handle or feel; reach with hands and arms; and is regularly required talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate to loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Receipt and Acknowledgment

I acknowledge and understand that:

- Family: Definition of the family is grounded in our belief that scripture (Bible) teaches us that a family is the union of one man and one woman lawfully married, and includes their children, be that by natural birth or adoption, which God has placed into that family unit. Our definition further includes those parents who are widowed, are single parents, or have blended families. The key to our definition is the Biblical understanding of marriage, a lawful union between a man and a woman. This definition does not include those who are not legally married or whom society defines as domestic partners. Our definition also does not include those that engage in moral misconduct such as promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity or any other violation of the unique roles of male and female set forth in scripture.
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours, and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules, and regulations.

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