



## Teacher Job Description 2022-2023

### **Job Purpose:**

The qualified individual is committed to fulfilling our mission of awakening a delight in learning by providing encouragement and academic challenges that inspires students to reach their God-given potential. The position includes all aspects of planning, organizing, and implementing an appropriate instructional program in an elementary learning environment. This role will be under the direct supervision of the Elementary Supervisor and School Administrator. The full-time position will serve during the approximately ten-month academic school year.

### **Educational Experience Required:**

- Bachelor's Degree with an emphasis in area of instruction or a related field;
- Strong communication skills – both written and verbal;
- A lifestyle that demonstrates a commitment to Jesus Christ.

### **Essential Functions of the Position:**

- Demonstrate a mastery of subject matter taught;
- Provide a variety of teaching methods within the classroom including utilizing the basic elements of instruction, as well as incorporating classroom technology to enhance instruction;
- Utilize appropriate assessment techniques to gauge classroom comprehension;
- Implement and maintain classroom management and discipline procedures to provide an orderly classroom conducive for instruction;
- Maintain effective and proactive communication with both students and parents in support of behavioral and academic success;
- Integrate Biblical principles throughout classroom and all extracurricular activities; • Maintain clear and organized communication with the Administration regarding student academic achievement as well as behavioral issues;
- Understand the need for good public relations for Chestertown Christian Academy and therefore represent the school in a professional manner to fellow staff members, CCA Board members, students, parents, and the outside community.

### **Additional Functions of the Position:**

- Safety is tantamount. We take all reasonable precautions to protect our students as well as the equipment and facilities. It is extremely important to supervise our charges at all times and in all areas. Accountability begins with maintaining up-to-date attendance and gradebook records for all classes. Furthermore, the classroom environment needs to be orderly, clean, and conducive to proper Christlike learning.
- All education, and particularly from a Christian perspective, should maintain the highest standards of excellence. That means that all teachers should share in those expectations from every student in every class. To do this one must evaluate and document student progress on a regular and frequent basis.

Maintaining timeliness in communications concerning task completion, behavioral expectations, even appearance is extremely important. It is necessary for all educators to maintain their own personal excellence in order to be responsible for others. Therefore, one must continually review the curriculum and annually update it. The teacher must also pursue professional growth through advanced reading, workshops, on-line seminars, or continued studies toward a further degree.

- No institution can function without Administrative expectations. The teacher is expected to uphold and enforce all School and Board policies. He/she must attend and participate in all staff meetings, actively promote our school as much as possible within the community, and support school functions by participating in events throughout the school year. It is also most helpful when an educator assists in the selection of grade-appropriate textbooks, instructional aides, and equipment.

### **Supplemental Functions of the Position:**

- Supervise extracurricular activities as assigned;
- Maintain professional growth by staying abreast of the developments within your field;
- This position functions as a critical part of the largest ministry of Chestertown Baptist Church and as such will require time outside of the standard school day to support programs utilized to minister to students and their families. These programs include but are not limited to: fundraisers, outreach programs, and community events.

### **Essential Personal Qualities:**

- Demonstrate the qualities that the Lord requires all Christians to maintain;
  - Demonstrate a clear knowledge of professional language and writing skills within the classroom and in all communication with students and parents;
  - Respectfully submit to all school guidelines and policies, including not sharing confidential information;
- Lastly, even though it is true that our intent is to provide a safe, nurturing, academic environment--one that enhances the development of proper attitudes and skills necessary for life, it is our foundational commitment to instill a hunger for a knowledge of and relationship with Jesus Christ. It is our desire that all would develop the ability to articulate a defense of their beliefs as well as the desire to emulate the Lord by serving Him in unique and inherent ways. We all assist in that endeavor by conducting ourselves according to the Matthew 18 model. It is our intent to practice Biblical conflict resolution so as to model the process, therein teaching it to our charges. By God's grace and provision all classroom rules and school policies can be upheld in a spirit of love, tenderness, and reconciliation.

### **Disclaimer:**

Chestertown Christian Academy has the right to revise this job description at any time.