



Middle/High School PE/ Electives Teacher Job Description

Mission: At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment that promotes spiritual and academic growth; to motivate students to develop skills, attitudes, and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Spiritual and Educational Job Requirements:

- Graduation from a college or university which is recognized by ACSI
- Hold an ACSI certification or be able to obtain one upon employment
- Agrees and signs TBCA Statement of faith
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith

Supervisor: Middle/ High School Principal

Professional Development:

- Maintains ACSI certification
- Community CPR/First Aid certification
- Fire Safety Training
- Intruder Training

Personal Conduct:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model
- Conduct self in a professional manner at all times. Conduct self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- All information regarding staff, children, and their families shall be kept strictly confidential
- Maintains a professional image, a neat and well-groomed appearance; wears a staff school badge
- Report absence due to illness and emergencies to the Headmaster
- Schedule vacation days in advance so that adequate backup and supervision can be made available
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player striving for unity in spirit and action

- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, and not participating in gossip or public criticism of people, programs, or policies
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and community-at-large
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative critical spirit. Take problems to the appropriate administrator as necessary.

Essential Job Functions:

Duties for the job include, but are not limited to:

- Promotes the spiritual aspect of TBCA by teaching from a biblical worldview that is evident in lesson planning and implementation, by encouraging students to have a personal relationship with Christ and encouraging a maturing of this relationship, and by holding students accountable for Christian behaviors.
- Teaches grade level/ subject(s) assigned by the Middle/High School Principal utilizing a course of study as set forth in the Curriculum Guide of TBCA.
- Develops lesson plans, curriculum mapping, and other curriculum materials as directed by the Headmaster according to the TBCA adopted standards.
- Teaches based on the standards designated by the TBCA Administration.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
- Utilizes the latest technology in the classroom.
- Provides differentiated instruction as needed.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Obtain the Middle/ High School Principal's approval before using media, materials, or speakers which are outside the approved curriculum.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Administers group standardized tests in accordance with the Academy's testing program.
- Satisfies requirements to obtain and maintain ACSI certification.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Participates in curriculum development and other professional committees for Academy accreditation.
- Evaluate student's academic and spiritual growth, keeps appropriate records, and prepare progress reports and report cards.
- Completes paperwork including but not limited to the following:
 - Grade reports for permanent files
 - Eligibility reports for athletes
 - Inventories of classroom equipment/supplies/books
 - End-of-the-year evaluation form
 - Records of attendance
 - Scope and sequence development
 - Work necessary for ACSI & CogNIA accreditation

- Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program.
- Creates an effective environment for learning through functional and attractive room décor; classroom and teacher's belongings should be neat and maintained properly. Report maintenance issues to appropriate personnel.
- Supervises students in out-of-classroom activities during the school day.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies. Attend and participate in the following:
 - Morning devotions
 - Teacher's meetings
 - Evening programs
 - ACSI Convention
 - Other
- Arrives and departs at the stated times in TBCA's staff handbook unless time is approved in advance by the Middle/High School Principal.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.

PE Specific

- Along with the elementary PE teacher, manage the PE budget.
- Conduct inventory and log the PE equipment.
- Promote imaginative learning and play.
- Establish clear objectives for all PE lessons and communicate those objectives to children at their age level.
- Arrange indoor and outdoor spaces to facilitate creative play, motor-skill activities, and safety.
- Lead students in physical activities.
- Develop a system for discipline.

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on the child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift

Printed Name

Signature

Date