



## Elementary Classroom 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:** Elementary Principal

**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, and a neat and well-groomed appearance; wears a staff school badge.
- Report absence due to illness and emergencies to the Director of Education.
- 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 the community at large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative critical spirit. Take problems to the appropriate administrator as necessary.

**Professional Development:**

- Maintain ACSI certification.
- Community CPR/First Aid certification.
- Playground Safety Training.
- Fire Safety Training.
- Intruder Training.

**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 Headmaster 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.
- 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 Headmaster'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.
- Evaluates students' academic and spiritual growth, keeps appropriate records and prepares 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-year evaluation form

- Records of attendance
- Scope and sequence development
- Work necessary for ACSI & CogNA 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
  - Teacher Training
  - Other
- Arrives and departs at the stated times in TBCA's teacher handbook unless time is approved in advance by the Headmaster.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.

**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.

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Printed Name

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Signature

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Date