



## Upper School 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 which 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; and to stay current with best practices in education which is relevant to the grade and/or subject being taught.

### **General Qualifications:**

- 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
- Children of school age must be enrolled in Triad Baptist Christian Academy

### **Position Specific Qualifications:**

- Two years prior experience effectively teaching Upper School.
- Demonstrates the ability to motivate and engage all students
- Basic understanding of subject and able to communicate it to all students
- Proven to be an effective teacher
- Uses instructional time effectively throughout the entire class period
- Uses homework effectively for drill, review, enrichment or project work

**Supervisor:** Director of Education

### **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 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 staff school badge.
- Report absences due to illness or emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate back-up 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, 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. Takes problems to 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 Director of Education 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 Director of Education. Which are given to administration in a timely manner as directed.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Obtain the Director of Education'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 & Advanced ED accreditation
- Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program. Submits appropriate paperwork to administration.
- 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 teacher handbook unless time is approved in advance by Director of Education.
- 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 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