



***Mesquite Friendship Christian
Academy
Job Description
Academy Teacher***

General Description

Goal:	The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
Overview:	The teacher shall be born- again who feels called of God to teaching. Other qualifications may be added by the Board of Directors as deemed appropriate.
Contracted by:	Board of Directors
Responsible to:	Superintendent
Supervises:	Students/May also supervise student teachers, aides, and volunteers.
Evaluation:	Teacher performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel and this job description. Details are found in the Policies/Procedures Manual.

Personal Qualities:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in whole hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Be a Christian role model in attitude, speech, and actions toward others.
- Be a member in good standing at a local evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.

Instructional Process:

- Plans and implements a program of instruction that adheres to the Christian philosophy, goals and objectives as required by the administration and the Board of Directors.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plans and implements a program of study designed to meet individual needs of students.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provides weekly progress reports through the computer management system and report cards are completed as required.
- Prepares substitute folder containing appropriate information as required by the administration.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.

Curriculum Development:

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities

Classroom Management:

- Develops, in accordance with the school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public/School Relations:

- Upholds and enforces board policy, administrative procedures, school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.
- Communicate any special parental concerns or requests to the administration.
- Must work as a team player, assisting other staff for the good of all students and the school.
- Follow the policy of Matthew 18 in regards to disagreements among fellow staff. Must report to the administration any disagreement to school policy without discussion/gossip with other staff.
- Must display or communicate support for the school and administration to staff, parents and the community. Disagreements must be kept confidential and should be dealt with by the administration privately.

Professional Growth:

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains membership in appropriate professional organizations.
- Attends staff meetings, in-services, committee meetings and special events as required.

Student Evaluation:

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher-made tests, samples of students' work, mastery skills check lists, criterion referenced tests and norm referenced tests.
- Evaluate each student regularly on the basic literacy test as part of the school wide assessment measure.
- Adequately prepare yourself and the students for the standardized test given each year.
- Make parents aware of any issues in a timely manner. All parents should have at least 2 parent/teacher conferences per year.
- Provide appropriate documentation for a student's ability and share this with parents in a timely fashion.
- Documentation of a child that is being held back a grade must be given several months prior to the end of school.
- Makes appropriate adjustments in the instructional program as required by the administration.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

PHYSICAL REQUIREMENT:

- Teacher must be able to gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into the building.
- Teachers must be able to take their students to local parks, the library, recreation facilities, and other local establishments for supervised activities. This requires the ability to escort and supervise children over a multi-block area as they cross busy streets in an urban environment.
- Teachers must be able to keep up with their students, control them until reaching their destination and remain with the students at that location.
- Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the gym, the chapel and/or the school office. Teachers must be able to accompany students in the hallways or in other

places in the building as they move from one location to another location.

- Teachers must be able to write on the chalkboards and prepare bulletin boards (monthly) between 2 ½-6 feet in height so that students can see the necessary information.
 - Teachers in the school must have sufficient vision and hearing to allow for active supervision and interaction with students.
 - Teachers must be able to demonstrate lesson concepts using chalkboards, media, hands-on materials and computers.
 - Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents both verbally and in writing.
 - Indoor (classroom, play areas/gymnasium): Teachers must be able to actively supervise students within the classroom or in the gymnasium area for indoor recess or physical education. On occasion, elementary faculty should participate with students in organized games and activities.
 - Outdoor (playground, parks, parking lot): Teachers in the elementary school must be able to supervise students in their classroom or while on the playground, parking lot, or park. Teachers must supervise students at the closing of each day as students are dismissed.
 - A teacher must be able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the playground.
 - Teachers are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.
 - Teachers are required to be present daily half an hour before the children arrive until half an hour after the children depart. They are also required to be present for faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.
- **All other duties as assigned.**

All policies and procedures as outlined by the Board of Directors must be followed.

Employee Signature

Date

Superintendent Signature

Date