

SUMMIT

CHRISTIAN ACADEMY

Our School Spirit Lasts An Eternity.

Teacher Job Description

I. Spiritual Leadership

Standard: *The teacher's spiritual leadership stems from a rich personal relationship with Christ that extends to the entire community around them.*

- A. Attitude, speech, and actions model a consistent daily walk with Jesus Christ.
- B. Speech and activities promote a unified community of believers.
- C. Confident in encouraging the spiritual life of colleagues, parents, and adult members of the community.
- D. Assumes leadership in directing spiritual life of students both inside and outside of the classroom.
- E. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- F. Faithful and active participant in a church consistent with SCA Statement of Faith.

II. Instructional Leadership

Standard: *Classroom instruction occurs within a disciplined environment and reflects best practice teaching. Directed by curriculum guides, the teacher's differentiated instruction cultivates community and ensures each child is encouraged to achieve their potential and take their place in the home, the church, and in the world.*

- A. Recognizes that parents are primarily responsible before God for their child's education and partners closely with them for the development of the whole child.
- B. Joyfully teaches assigned classes, following prescribed curriculum guide.
- C. Maintains a clearly communicated, consistent, and biblically integrated discipline plan that guides students both inside and outside the classroom.

- D. Effects student learning through mastery of the subject material by using best practice instructional methods (cooperative learning, formative assessment, etc.).
- E. Integrates biblical principles and Christian philosophy of education throughout the curriculum. Biblical integration works toward unity of the body of Christ.
- F. Provides a documented, differentiated curriculum that meets individual student needs and inspires each child to meet their God-given potential.
- G. Uses homework effectively for drill, review, enrichment, or project work, collaborating with other teachers to ensure an average of 10 minutes of homework p/night p/grade level.
- H. Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially, and emotionally.
- I. Incorporates available technology into lesson plans to enhance instruction of objectives.
- J. Assesses the learning and attendance of students on a regular basis and provides documented communication per handbook procedure.
- K. Through resources and speech, encourages global awareness and infuses classroom with cultural appreciation that is respectful, supportive, inclusive, and flexible.
- L. Collaborates with resource services to ensure strict adherence to any behavioral or academic Classroom Adjustment Privilege Plans. Refers students as necessary.
- M. Reviews standardized tests and implements any necessary changes to provide the best academic environment year to year.
- N. Through effective time management, ensures thorough coverage of material as outlined in daily plan and semester outline.
- O. Incorporates appropriate field trips to enhance objectives.
- P. Incorporates appropriate guest speakers to enhance objectives.
- Q. Is thoroughly familiar with Resource Services and using resource manual flow chart. Refers students as necessary.
- R. Ensures student access to individual help on a weekly basis outside regular hours of the school day.

III. Non-Instructional Leadership

Standard: *The teacher upholds the school's high standards concerning rule enforcement, supervision, and personal organization. As an educator, they are supportive of the PS-12th grade program.*

- A. Punctual at reporting to assignments and attends the full time required.
- B. Maintains appropriate verbal communication in order to always present the school in a positive light.
- C. Cooperates in implementing all policies, procedures, and directives governing the operation of the whole school.
- D. Follows professional ethics when in disagreement with the board, administration, policy or procedures, involving only appropriate school personnel in discussion of concerns or potential resolutions.
- E. Keeps students, parents, and the administration adequately informed of significant performance fluctuation through documented notice.
- F. Maintains an attractive, biblically integrated, and well-ordered classroom.
- G. Supports administration through quality supervision (i.e. recess, extra-curricular activities, organizations, and outings.)
- H. Participates in school committees to ensure continued school excellence (curriculum, technology, and emergency preparedness, special services, etc.)
- I. Sponsors/coaches student activity outside the classroom.
- J. Uses acceptable English in written and oral communications. Speaks with clear articulation.
- K. Maintains regular and accurate attendance.
- L. Maintains grade records on Sycamore to meet the demands for comprehensive knowledge of each student's progress.
- M. Supports the broader program of the school by attending extra-curricular activities when possible.
- N. Provides comprehensive and quality lesson plans for substitutes.
- O. Demonstrates knowledge and accurate implementation of emergency procedures.

IV. Professional and Personal Growth

Standard: *The teacher maintains a high standard of professional and personal excellence.*

- A. Maintains a personal appearance that is a role model of cleanliness, modesty, good taste, and follows written dress requirements.
- B. Uses educational opportunities and evaluation processes for professional growth.
- C. Provides input and recommendations for administrative and managerial functions in the school.
- D. Through attitudes, actions, and enthusiasm, contributes to the general improvement of the school program, providing input and recommendations.
- E. Engaged in scheduled devotional, in-service, committee, and faculty meetings.
- F. Consistently demonstrates courtesy, flexibility, integrity, self-control, and perseverance.
- G. Shows continued growth and willingness to learn new technologies to enhance classroom planning and instruction.
- H. Pursues and satisfies the requirements set by ACSI for standard certification.
- I. Engages with professional organizations that are relevant to job assignment.
- J. Seeks the counsel of the principal, administrator, colleagues, and parents while maintaining a teachable attitude.
- K. Refuses to circulate confidential information.
- L. Teacher demonstrates measurable progress toward established professional goals.
- M. Performs any other duties assigned by administration.