

THE VILLAGE

CHRISTIAN ACADEMY
Teacher Job Description

General Description:

The teacher is hired by the Superintendent upon the recommendation of the Division Principal for a year-to-year period.

Reports to:

Principal

Evaluation:

The Division Principal evaluates the performance of the teacher regularly, and annually, in accordance with VCA policy and this job description.

Professional Qualifications

- graduate from a regionally accredited college/university
- ACSI certifiable as a teacher in the subject and grade level taught
- the ability to work well with all stakeholders (i.e., faculty, staff, administration, students, and parents).
- a clear and articulate commitment to God and to the pursuit of excellence
- successful teaching experience (preferred 3 years minimum)

Assigned Duties:

General:

- performs all related duties as assigned by the Division Principal.

Regarding Teaching:

- teach regularly scheduled classes as assigned on the master schedule.
- be informed as to the academic, spiritual, and social development of each of his/her students and mentor them as needed.
- employ those instructional aids, methods, and materials that will provide for creative teaching.
- follow the sequencing of goals and objectives.

Regarding Teaching Tasks:

- ensure that adequate preparations have been made to accomplish objectives established for the classes assigned. Plan broadly through the use of semester goals and objectives, and course maps, and more specifically through the use of FACTS/RenWeb and Curriculum Trak software.
- maintain adequate records of attendance and grades to meet the demands of the State, the request of the administration, and one's own need for a knowledge of student progress.
- make homework assignments for drill, review, enrichment or project work sufficiently in advance of the due date so that the student will learn personal responsibility, the joy of self-study, and be sufficiently informed that he will be able to handle the work at his grade level.
- request instructional aids and materials for classroom use.

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- plan through approved channels the use of field trips, guest lectures, and other media for creative and interesting teaching.
- take advantage of those opportunities that will prove professional development by continuing to read both within and outside one's own area of teaching, and by continuing graduate courses of study.

Regarding non-teaching tasks:

- serve as a homeroom advisor for students assigned.
- keep record of textbooks assigned to students.
- keep proper discipline in the classroom for a good teaching environment, and on the school premises for good interpersonal relations.
- attend faculty meetings, PTO meetings, teacher devotions, and other functions of the school when related to one's own area of responsibilities.
- always be available to be used by the Holy Spirit for the spiritual uplift of students or one's fellow teachers.
- supervise such student activities as the school administrator may assign.
- monitor campus activity through specifically assigned duties.

[Revised March 12, 2020]