

Community Christian Academy Secondary Classroom Teacher – Job Description

Function:

The classroom teacher is the primary instructor and caregiver of children during the school day. As such, the teacher must model and develop critically-thinking students who will engage the culture by living lives that demonstrate scholarship, servant-leadership, and devotion to Christ and to mankind. This position reports to the Executive Director.

Primary Responsibilities:

Implements Effective Learning Strategies for Student Mastery

- Teaches classes as assigned using textbooks, supplementary materials, experiential activities, field trips, special guests, and other teaching tools in order to produce student mastery of the objectives described in the school's curriculum guide.
- Prepares daily lesson plans with a focus on student mastery of the school's learning objectives.
- Recognizes the academic needs of individual students and offers support as needed.
- Uses class time well with activities that engage student learning and have a clear purpose.
- Uses a variety of proven, effective lesson models to maximize learning, including, but not limited to, a model that begins with an introduction that reviews prior knowledge, direct instruction, guided practice, and independent practice.
- Monitors student understanding during the lesson and adjusts instruction appropriately.
- Encourages active participation by all students.
- Provides students with timely, routine, and appropriate feedback.
- Assigns appropriate homework assignments related to the stated objectives.

Manages an Organized and Professional Classroom that is Conducive to Learning

- Maintains complete and accurate records of each student's attendance, grades, and behavior.
- Establishes consistent and logical limits, expectations, and classroom routines for students to allow for maximization of learning.
- Maintains an organized and inviting physical environment.
- Handles stressful situations with grace, patience, understanding, and flexibility.
- Completes all required paperwork including, but not limited to, report cards; interim reports; attendance records; inventories of classroom equipment, furniture, and supplies; etc.
- Keeps classroom clean and neat through the daily cleaning of classroom bathroom, floor, tables, whiteboard, and the daily removal of trash.
- Maintains a positive classroom atmosphere where students enjoy learning.
- Implements discipline strategies in accordance with school-wide policies and practices.
- Begins each subject/class on-time with needed materials ready for class.

Fosters a Cooperative and Respectful Partnership with School Families

- Maintains close relationships with parents, communicating on a regular basis through email, phone conversations, or parent meetings.
- Responds to all parent communication within 24 hours, preferably the same day.
- Participates in prearranged conferences with parents either before or after school. Willingly sets up a conference with a parent who requests one.
- Encourages parent involvement through volunteer opportunities as appropriate.

Works as Part of a Cooperative and Diverse Team of Educators and Administrators to Carry Out the Mission of Community Christian Academy

- Attends and contributes to the following: morning devotions, teacher meetings, in-service, evening activities as indicated on the school calendar, and other appropriate activities as assigned.
- Supervises recess, lunch, and other appropriate duties as assigned.
- Participates in the development of the curriculum, textbook evaluations, assessments, and school-wide practices as appropriate.
- Consults with the Executive Director in a timely manner regarding classroom and student concerns.
- Collaborates with colleagues to share experience and knowledge.
- Observes colleagues as requested by the administration and welcomes observation by and feedback from colleagues and administration.
- Seeks out opportunities for professional growth to remain current in subject matter and best practices.
- Adheres to all expectations outlined in the employee handbook.

Applies a Consistent Christian Worldview

- Integrates a Christian worldview in every subject area.
- Applies the Matthew 18 principle for conflict resolution, refraining from gossip and negativism.
- Motivates students and establishes a climate of love and care that defines responsible Christian behavior.
- Pursues understanding of and insight into the Bible and its relevance for all of life.

Applicant Qualifications:

- Mature Christian whose personal faith and behaviors exemplify CCA's Statement of Faith and the character of Jesus Christ.
- Minimum of a Bachelor's Degree with a major or minor in the subjects being taught.
- 3 or more successful years of experience as a teacher preferred but not required.
- State certified.
- Hold or be willing to become certified in CPR and first aid.
- Active involvement in a biblically-based congregation.

About Community Christian Academy:

Community Christian Academy was established in 2012 as an independent Christian school to provide excellent, affordable Christian education to a diverse socio-economic, racial, and denominational student population. It began as a kindergarten through third-grade school and continues to add grades in its long-term plan to become a K-12 school.

Mission Statement

Community Christian Academy exists to glorify God by preparing students, well-grounded in knowledge and faith, for successful lives. Seeking to reflect the diversity of the body of Christ, Community Christian Academy partners with families and other Christian organizations to promote transformation within our community. The school's goal is to develop critically-thinking students who will engage the culture by living lives that demonstrate scholarship, servant-leadership, and devotion to Christ and to mankind.

Statement of Faith

Community Christian Academy supports and actively teaches the following Statements of Faith:

- We believe that the Bible is the inspired, the only, infallible, inerrant Word of God. II Timothy 3:15-17 & II Peter 1:21.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Genesis 1:1, Matthew 28:19 & John 10:30.
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23 & Luke 1:35); His sinless life (Hebrews 4:15 & 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7 & Hebrews 2:9); His resurrection (John 11:25 & Luke 24:5-7); His ascension to the right hand of the Father (Mark 16:19); His personal return to power and glory (Acts 1:11 & Revelation 19:11-16).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that by God's grace and through faith alone we are saved. John 3:16-19, Romans 3:23, Romans 5: 8-10, & Titus 3:5-7.
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation. John 5:28-29.
- We believe in the present ministry of the Holy Spirit whose indwelling in all believers enables them to live Godly lives. Ephesians 1:13-14, Titus 2:11-12.
- We believe in the spiritual unity of believers in our Lord Jesus Christ. John 17:21, Romans 12:5, Galatians 3:28.

Non-discrimination Policy:

It is intended that each position at Community Christian Academy be filled by the best qualified and experienced individual available – educationally, professionally, and spiritually, regardless of race, color, national, or ethnic origin.