

POLICY NAME

POLICY CODE

Teacher Job Description

Code-GCAD

Cross References (if any):

Date of Adoption: 01/08/1998

Review Dates:

Effective/Revision Date: 09/27/2001, 2012 (remove ACSI cert. requirement)

The job of a teacher at New Covenant Academy is to prayerfully help students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

QUALIFICATIONS:

The teacher shall

1. be properly trained for the job,
2. hold or be able to obtain State certification for the teaching field(s), unless this, requirement is specifically waived or postponed by the administration during the hiring process,
3. be willing to continue formal and informal professional development while employed,
4. have the leadership abilities to "train up a child in the way he should go,"
5. have a personal relationship with Jesus Christ,
6. shall be a member in good standing of an evangelical church,
7. shall lead a mature Christian life,
8. shall reflect the purpose of the school to honor Christ in every class and every activity,
9. have a call to teach in a Christian school and at NCA in particular,
10. lead a lifestyle compatible with NCA standards and policies,
11. exhibit such other qualifications as may additionally be required by the Board.

REPORTS TO: Appropriate Principal or Chief Academic Officer

SUPERVISES: Teacher aides, student teachers, and classroom volunteers.

JOB GOALS AND RESPONSIBILITIES:

INSTRUCTIONAL:

1. Demonstrates mastery of the subject matter.
2. Uses valid teaching techniques to achieve curriculum goals and affect student learning.
3. Teaches classes as scheduled and assigned by the appropriate principal.
4. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
5. Prepares and submits lesson plans as required.
6. Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child - spiritual, mental, physical, social, and emotional.
7. Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.
8. Plans through approved channels the balanced use of field trips, guest lecturers, and other media.
9. Uses homework effectively for drill, review, enrichment, or project work.
10. Assesses the learning of students on a regular basis and provides progress reports as required.
11. Keeps proper discipline in the classroom and at class activities for a good teaching environment.

SPIRITUAL:

1. Employees must demonstrate evidence of regeneration and dedication to the cause of Christ, and have an expressed desire (call) to work in a Christian School.
2. Employees must have a personal and growing relationship with Jesus Christ.
3. Employees must have a Christian testimony reflected in a daily walk that allows being a true example to all students.
4. Employees must do their jobs “as unto the Lord”: “Whatever you do, work at it with all your heart, as working for the Lord, not men.”
5. Employees must be active in a local body of believers and should be faithful in reading God’s Word and daily prayer.
6. Employees must agree fully and without reservation with the school’s Statement of Faith.

Teachers must

1. Be able to promote firm and consistent discipline, including primary enforcement of school rules and regulations, with love and understanding.
2. Be able to lead a child to a saving knowledge of Jesus Christ.
3. Have a motivational gift of teaching, a love for children, and a call by God (Romans 12:7).

NON-INSTRUCTIONAL:

Cooperates with the administration in implementing all policies, procedures, and directives

Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress

Keeps students, parents, and the administration adequately informed regarding student progress, both positive and negative, giving sufficient notice for items needing attention

Maintains a clean, attractive, well-ordered classroom

Accepts a share of extra-classroom activities as assigned by the appropriate principal

PROFESSIONAL:

1. Utilizes educational opportunities and evaluation processes for professional growth
2. Seeks the counsel of colleagues and others and is teachable
3. Provides constructive input and recommendations regarding school operations
4. Maintains professional certification as required, including professional development activities
5. Attends and participates in scheduled devotional, committee, faculty, and PTF meetings
6. Knows the procedures to be used in cases of emergency
7. Contributes to the general improvement of the school program

PERSONAL:

1. Employees must demonstrate maturity of character, ability to work as a team member, and good physical and mental health. Each member of the team must fully agree with the philosophy, objectives, and policies of NCA. Loyalty and integrity are to be demonstrated.
2. All employees are required to exemplify an attitude of cooperation and should be willing to work under authority. Work should be done in a diligent manner and with a positive attitude.
3. All employees should conduct their personal affairs so as not to cast aspersion upon the school. Careless living, attending questionable places of amusement, and any other departures from accepted Christian standards, including use of tobacco or alcoholic beverages, may be considered grounds for dismissal.
4. Because rumors can be dangerous, cause divisiveness, and hinder the work of Christ, all employees are encouraged to refrain from gossip and spreading rumors.
5. As professional, teachers should strive to use proper language and eliminate the use of slang from their vocabularies.