

ANKENY CHRISTIAN ACADEMY ELEMENTARY TEACHER JOB DESCRIPTION

Purpose of Position:

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.

Position

- **Full-time, School year**
- **Salaried, contracted employee**

Reports To: Elementary Principal

Evaluated By: Elementary Principal/Assistant Elementary Principal

Direct Reports: None

Requirements and Qualifications

- Bachelor's or higher degree from an accredited institution.
- Iowa Teaching certification or able to obtain certification
- Excellent communication and interpersonal skills
- Able to work collaboratively with educators, support staff, and administrators
- Complete all teacher preparation program requirements: coursework and clinical experiences.

Spiritual Qualifications:

The Elementary Teacher accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Elementary Teacher believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore, the Elementary Teacher agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Elementary Teacher agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

Elementary Teacher Responsibilities and Expectations

- Reflect the purpose of the school which is to equip students to be Christ-centered disciples to engage the world with the Gospel.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Motivate students to accept God's gift of salvation and help them grow in their faith through witness and

Christian role modeling.

- Establish and enforce rules of behavior for students in the classroom.
 - Adapt teaching methods and materials to meet the interests and learning styles of students.
- Maintain positive relationships with students, parents, coworkers and supervisors.
- Create a safe and respectful classroom environment.
- Communicate regularly with parents
- Administer tests to evaluate students' progress.
- Attend scheduled meetings and morning devotions.
- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with administration in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline at all times for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Plan 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.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's mission, vision, and values.
- Employ a variety of instructional strategies and materials that will provide for creative teaching to educate the whole child: spiritual, intellectual, physical, emotional, and social.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Report accurate attendance and maintain regular/accurate and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Be open to constructive criticism while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, in-service, professional learning opportunities, retreats, committee, and faculty meetings.
- Know the procedures for dealing with issues in an emergency.
- Be responsible for delivering instruction, expecting rigor and providing relevance
- Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
- Maintain grade reports for parental access at least weekly.

JOB DESCRIPTION - Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Physical Requirements to Fulfill the Essential Functions of an Elementary Teacher

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE	X		
CLIMBING STAIRS			
CRAWLING OR KNEELING			
STANDING			x
SITTING			X
WALKING			X
RUNNING			
BENDING	X		
REACHING OVER SHOULDER	X		
PUSHING	X		
PULLING	X		
MOVING HEAVY ITEMS	x		
LIFTING/LOWERING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs	X		
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs	X		
CARRYING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs	X		

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
TELEPHONE			X
FAX	X		
COPIER			X
COMPUTER			X
PRINTER			X
CALCULATOR		X	
OVERHEAD PROJ.	X		
AV EQUIPMENT	X		
OTHER (Please list)			
OUTDOOR DUTY	X		
DRIVING	X		
WORKING ENVIRONMENT	OCCASIONAL	FRE-QUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	x		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			x
PREPARE REPORTS			
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			x
HEARING			X
SPEECH			X
MANUAL DEXTERITY		x	
EYE/HAND COORD.		X	

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.