

**ANKENY CHRISTIAN ACADEMY**  
**SECONDARY TEACHER JOB DESCRIPTION**

**GENERAL DESCRIPTION**

**Purpose of Position:**

The Secondary 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:** Secondary Principal

**Evaluated By:** Secondary Principal/Assistant Secondary Principal

**Direct Reports:** None

**Requirements and Qualifications**

- Bachelor's or higher degree from an accredited institution.
- A licensed teacher through the state of Iowa or ability to obtain licensure
- 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 Secondary 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 Secondary 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 Secondary 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 Secondary 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.

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.

9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the school's culture/climate.

## **JOB DESCRIPTION - Essential Functions**

### **The Secondary Teacher Responsibilities and Expectations**

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- 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.
- Establishing and enforcing rules of behavior for students in the classroom
- Provide instruction in specialized areas.
- Prepare lessons, units and projects to complete learning objectives.
- Establish and communicate clear objectives for lessons, units and projects.
- Adapt teaching methods and materials to meet the interests and learning styles of students.
- Encourage students to explore learning opportunities and career paths.
- Create, assign, and grade various assessments for students, including tests, quizzes, essays and projects.
- Track and evaluate student academic progress.
- Lead parent-teacher meetings.
- Maintain positive relationships with students, parents, coworkers and supervisors.
- Create a safe, respectful and inclusive classroom environment.
- Communicate regularly with parents.
- Help students improve study methods and habits.
- Administer tests to evaluate students' progress.
- Attend scheduled meetings and morning devotions.
- Monitor and coordinate homeroom and events pertaining to each homeroom.

## **JOB DESCRIPTION - Supplemental Functions**

### **The teacher shall:**

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

## Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

### FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICABLE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING			x	
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
<b>LIFTING/LOWERING:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
<b>LIFTING OVER SHOULDER:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
<b>CARRYING:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QU ENT	DAILY	NOT APPLICABLE
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	OCCA-SIONAL	FRE-QU ENT	DAILY	NOT APPLICABLE
<b>ON-TIME ARRIVAL</b>			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
<b>APPLY CPR/FIRST AID</b>	X			
<b>LEAD FIELD TRIPS</b>	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.