

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

## **Purpose of Position:**

The position of the secondary classroom teacher is to fulfill the mission of ACA by equipping students to be Christ-centered disciples who engage the world with the Gospel. This is accomplished through supporting academic excellence, providing Christ-centered discipleship, confirming authentic relationships, and demonstrating professionalism.

## **Position**

- Full-time, school year calendar
- Salaried, contracted employee
- Reports to: Secondary Principal
- Evaluated by: Secondary Principal/Assistant Secondary Principal
- Direct Reports: None

## **Candidate Required Qualifications:**

- Bachelor's or higher degree from an accredited institution.
- Iowa Teaching certification or able to obtain certification preferred, but not required
- Excellent communication and interpersonal skills
- Able to work collaboratively with educators, support staff, administrators and families

## **Spiritual Qualifications:**

The Secondary Teacher accepts, without reservation, the ACA Statement of Faith. The Teacher affirms that, as part of the qualifications for this position, he/she personally knows the Lord 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.

## **Elementary Teacher Responsibilities and Expectations:**

- Supporting Academic Excellence Through:
  - Demonstrating competence in content knowledge, planning engaging lessons, and preparing for instruction.
  - Implementing best practices and instructional resources to enhance student learning in alignment with state standards and ACA curriculum.
  - Using regular and appropriate assessment tools to monitor student learning, guide instruction, and develop interventions.
  - Employing a variety of instructional strategies and materials that meets diverse learning styles and needs to educate the whole child: spiritual, intellectual, physical, emotional, and social
- Providing Christ-Centered Discipleship Through:
  - Reflecting the mission of the school which is to equip students to be Christ-centered disciples to engage the world with the Gospel.
  - Integrating Biblical principles and the ACA Philosophy of Education throughout the curriculum, instruction, and activities.
  - Motivating students to accept God's gift of salvation and fostering their spiritual journey through being a Christian role model.

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- Confirming Authentic Relationships Through:
  - Communicating effectively and regularly with parents/guardians about student performance and needs.
  - Managing classroom structure, procedures, and behavioral expectations to create a positive, safe, and orderly learning environment.
  - Modeling professional and ethical behavior in alignment with ACA's mission and vision.
- Demonstrating Professionalism Through:
  - Showing timely attendance and participation at scheduled meetings, staff development, faculty meetings, and special events as assigned.
  - Striving to maintain and improve professional competence.
  - Representing the school to stakeholders and the general public in a favorable and professional manner.
  - Working collaboratively with administration and colleagues in matters pertaining to implementation of policies, procedures, and directives governing the operation of the school.

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## 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.