

## UNION CHAPEL CHRISTIAN ACADEMY

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### ACADEMY TEACHER JOB DESCRIPTION

**REPORT TO:** Academy Principal

**STATUS:** FT / Salary

**GENERAL SUMMARY:** To plan, organize, and implement an appropriate instructional program in a safe and nurturing learning environment that guides and encourages students to develop and fulfill their academic potential. Expected to demonstrate patience, humility, and integrity while performing his/her day-to-day duties. The teacher will possess a working knowledge of required teaching standards and must be devoted to prayerfully work in harmony with administration, faculty, students and parents to develop and maintain a school which is thoroughly Christian and academically outstanding. Must always ensure the safety of students.

#### **QUALIFICATIONS:**

- Bachelor's degree from a college or university that held regional accreditation at the time
- Completion of a teacher education certification program or willingness to obtain
- Passing of state exams for prospective educators

#### **SKILLS NEEDED:**

- Ability to build rapport with students and parents • Excellent communication and presentation skills • Demonstrate helping students achieve high test scores • Sensitivity to help low achieving students • Ability to challenge high achieving students
- Accountability
- Adaptability
- Problem-solving
- Time-management
- Organization
- Advanced multitasking
- Interpersonal skills

#### **DUTIES AND RESPONSIBILITIES:**

##### Spiritual

- Demonstrate Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ. In all work is sensitive to spiritual needs of people

##### Classroom Management

- Provide instruction, observe and evaluate student performance in accordance with UCCA school policies and procedures
- Be aware of and respond with biblical truth to the emotional needs of students
- Create lesson plans, grade homework, administer tests
- Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Records all students' work in an online grading program

- Maintain discipline and provide assistance as needed by students to guarantee success
- Participates in parent teacher meetings and communication to build positive relationships
- Teach students basic skills in various subjects
- Supervises additional duties which may include recess, lunch, student pick-up, and weekly after school monitoring
- Motivate students to learn and encourage classroom participation
- Perform other duties as assigned

### **CONFIDENTIALITY STATEMENT**

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!

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