



Bible Teacher Job Description

General Description

The Bible teacher position is responsible to the principal. The Bible teacher will be responsible for planning and executing daily lessons, developing curriculum, provide a safe learning environment, and promote critical thinking skills and resiliency within a biblical framework.

Responsibilities

This is a full-time/part-time position. The following are essential responsibilities and must be able to perform unaided or with the assistance of reasonable accommodation:

- Teaches courses in Bible to students in grades kindergarten through third grade.
- Develops a balanced Bible program involving reviewing and teaching foundational concepts, instruction and guidance of new concepts, discussion time, and other appropriate activities designed to encourage pupils to develop strong biblical thinking and employ critical thinking.
- Provides individual and small group instruction to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds.
- Establishes and maintains standards of student behavior needed to provide an orderly, and productive environment during class.
- Selects books, instructional aids, maintains inventory records as required; may request resource speakers.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Communicates with parents and administration on student progress.
- Supervises students in and out-of-classroom activities during the assigned working day.
- Participates in curriculum and other developmental programs.
- Maintains professional competence through in-service education activities provided by the school and in self-selected professional growth activities.
- Demonstrates job knowledge, understands how his/her work relates to the department and organization. Possess knowledge of all tools, equipment, and resources most useful to the position.
- Plans and organizes work, demonstrates dependability and good attendance, makes effective decisions, effective problem solving/demonstrates good judgment, handles multiple tasks simultaneously.
- Achieves needed results, takes responsibility, and communicates adequately and effectively.
- Biblical Integration: Plans biblical integration into lesson plans and executes lessons within the framework of a biblical worldview.

- Shows respect for others, actively builds trust, demonstrates honesty/fairness. Maintains appropriate levels of confidentiality. Gives credit to others, routinely expresses positive feedback and gratitude, understands others' perspectives, supports diversity, and understands related Issues.
- Actively applies teamwork principles, supports the goals of others. Keeps short accounts, seeks productive means for resolving conflicts, shows loyalty to those not present, and avoids backbiting and gossip.
- Approaches teaching responsibilities with Christ-like humility and accountability for oneself and students. Affirms Christian tenets in teaching and personal interaction with peers and students.
- Makes student needs a priority, treats students with respect, and displays mission-mindedness. Shows support and respect for the institution, management, policies and procedures, and the community lifestyle statement.
- Actively develops job related knowledge & skills and increases knowledge about the organization, flexible/adaptable to change, demonstrates creativity/innovation in work.
- Individuals must possess the knowledge, skills, and abilities listed or be able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.
- Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, copy machines and telephones.
- Must be able to reason, analyze, prioritize, conceptualize, make judgements, and solve problems.

Qualifications

- Bachelor's Degree in Bible
- Ability to communicate the mission and vision of Lakeland Christian Academy.
- Proven organizational skills, and ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
- Effective oral and written communication skills.
- Strong Christian faith, commitment, and volunteer service experience.
- Affirms LCA's Statement of Faith.

Preferred:

- 3-year teaching experience
- Master's degree in Bible or Theology/Divinity
- An Indiana state teaching license or ASCI certification.

FLSA Classification

Full-Time / Salaried

NOTE: *The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

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