



Teacher Job Description

General Description

The teacher is responsible to the principal and ultimately the Board of Directors. Our teachers are our most valuable resource, and we are committed to hiring the most qualified, Christian teacher for each position in our school. You must be able to follow Indiana and curriculum standards and deliver from a Christian worldview the best, most rigorous and enthusiastic teaching to a diverse audience. Classroom teachers are offered a contract for one year upon recommendation of the Principal/Administrator.

Responsibilities

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.

- Develops a balanced 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.
- Must be able to reason, analyze, prioritize, conceptualize, make judgements, and solve problems.
- Prepare and distribute required reports
- Observe and evaluate student's performance
- Participates in Professional Learning Communities and Weekly Staff Devotions and book studies as required

- Manage student behavior in the classroom by invoking approved disciplinary procedures
- Agree with the core values, statement of faith, and mission statement of Lakeland Christian Academy
- Maintain Indiana licensure and ACSI Certification
- Prepare weekly communication with parents for Monday folders and our schoolwide communication system Constant Contact
- Evaluate student progress, prepare report cards, and report to parents through Jupiter Ed.
- Plan field trips and accompany students.
- Plan, evaluate, and assign lessons
- Implement Project Based Learning and STEAM in applicable areas
- Use hands-on teaching
- Grade papers and perform other administrative duties as needed
- Read and stay current on topics in education
- Translates lesson plans into learning experiences to best utilize the available time for instruction
- Establish and communicate clear objectives for all learning 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
- 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.

Qualifications

- Affirms LCA's Statement of Faith
- Bachelor's degree in education
- Indiana State license required, ACSI certification preferred
- Computer literate with proficiency in Microsoft Office, word processing, email communication, and internet research
- Ability to manage the classroom and bring enthusiasm to the students for learning
- Part of a local church that aligns with LCA's Statement of Faith
- Strong Christian faith with a consistent public testimony

Preferred:

- 3-year teaching experience
- An Indiana State teaching license or ASCI certification.

Classification: Exempt/Full-Time

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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