

## **ELEMENTARY TEACHER**

Reports to the Director. Responsible for the general supervision and management of a class of elementary children; planning and executing the educational program in accordance with the purpose and goals of City Church Academy.

### **Qualifications:**

Professionally prepared as a teacher of elementary children; meeting the teacher requirements of Florida Department of Education and other accrediting organizations. A warm, sensitive, mature Christian who relates well to children and adults.

### **Educational Requirements:**

At least a Bachelor's Degree, specifically in Elementary Education

### **Skills:**

Required knowledge, skills, abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of and ability to implement learning standards

Ability to develop rapport with children, parents, and co-workers

Strong leadership qualities and skills

Ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster physical, emotional, cognitive spiritual, and social development

Strong group management skills with elementary children

Effective organizational and planning skills

Effective interpersonal skills

Ability to conform to an established work schedule

Ability to communicate in a concise and effective manner

Ability to understand and follow instructions precisely

Ability to exercise tact, discretion, and confidentiality

Ability to teach a Bible lesson with understanding of grade-level Christian teachings

### **Responsibilities:**

#### **I. Instruction**

- a) Prepares in advance for each lesson of the day.
- b) Establishes learning expectations for all students.
- c) Evaluates pupils' progress and keeps up to date records of pupils' achievements.
- d) Applies contemporary principles of learning theory and teaching methodology.
- e) Integrates art, music, and movement into lessons for all subjects.
- f) Exhibits willingness to participate in the development and implementation of new ideas and teaching techniques.
- g) Provides bulletin board and interest areas that display current student work.
- h) Exhibits and applies knowledge of the content related to subject areas and instructional level.

- i) Makes students aware of the teacher's objectives and expectations for each lesson.
- j) Students show evidence of acceptable progress in all subject areas.
- k) Implements multiple teaching methods to ensure that every child learns in their best way.

## II. Classroom Environment

- a) Establishes and maintains reasonable rules of conduct for the classroom consistent with the Family Success Plan.
- b) Ensures all students are treated with respect and dignity.
- c) Provides a nurturing environment that allows students to learn without judgement.
- d) Encourages student growth in self-discipline and positive self-concept.
- e) Practices fairness in teacher-pupil relationships.
- f) Exhibits an understanding and respect for students as individuals.

## III. Community Relationships

- a) Uses appropriate resources available in the community.
- b) Initiates appropriate conferences with parents, administrators, and/or ancillary personnel, in accordance with school procedures.
- c) Performs professional responsibilities in an atmosphere of mutual respect with parents and other community members.
- d) Communicates the academic progress, attendance and conduct of students to their parents regularly.
- e) Endeavors to understand the lifestyles and values of the families involved in the school community.

## IV. Professional and Personal Standards

- a) Presents an appearance that does not adversely affect the students' ability to learn.
- b) Demonstrates proper diction and grammatical usage when addressing students.
- c) Uses sound and professional judgment.
- d) Applies recommendations and suggestions from conferences and educator trainings.
- e) Carries out daily routines and administrative requests.
- f) Complies with the policies, rules, and regulations of City Church Academy.

## V. Professional Responsibilities

- a) Is punctual and regular in attendance to school and duty assignments
- b) Participates in in-service meetings and uses information and materials provided
- c) Exhibits cooperative attitude toward students, parents, community, and school personnel.
- d) Adheres to the policies and procedures of the Academy.
- e) Makes proper use of professional preparation periods.
- f) Maintains attendance records, lesson plans, seating chart(s), and grade book accurately.
- g) Participates in extra-curricular activities as a member of the school community.
- h) Keeps classroom and materials clean and organized.

### **Statement of Agreement:**

I have read and agree that I can and am willing to meet the qualifications, skills, and responsibilities as stated above.

**Employee's Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

