

### **Teacher Job Description**

Teachers shall be college graduates who demonstrate an ability to be used of God in the teaching profession. Their task is to worship God by teaching their content from a biblical worldview so that, students are inspired to worship for themselves or lament injustice and be moved to take righteous action.

### **Areas of Responsibility:**

Teachers are delegated responsibility for the following areas, under the direct authority and supervision of the principal...

1. Teach their assigned classes in a godly and professional manner
  - a. Employ those instructional aids, methods, and materials that will provide for creative and effective teaching.
  - b. Insure that adequate preparations have been made to accomplish objectives established for the classes assigned. Administration will establish the format and frequency for teachers to follow.
  - c. Maintain adequate records of attendance and grades to meet the requests of the administration and parents, as well as the teacher's own need for knowledge of the student's progress.
  - d. Request and use appropriate instructional aids and materials for classroom use. Keep records of issuance and condition of texts and resources.
  - e. Plan the use of field trips, guest lecturers, and other media for creative and effective teaching.
  - f. Regularly upgrade curriculum guides/scope and sequence to meet the school's objectives, meeting established deadlines.
2. Attend and be on-time to all required meetings
  - a. Devotions
  - b. Grade level Meetings
  - c. All Faculty and staff
  - d. Workshops
  - e. Chapels
3. Substitute teach when asked by the principal
4. Do all duties assigned by the principal
5. Periodically supervise additional activities
6. If not yet certified in a U.S. state or with ACSI, teachers will be asked to pursue ACSI or state certification, and other professional development, while teaching at MLCA.

### **Competencies:**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Teachers should have demonstrated competency in the following areas:

1. *The ability to fulfill the role of professional teacher to glory of God*
  - a. Is prepared for all the tasks assigned to them

- b. Assigns clear well communicated assignments with objective benchmarks for students to plan for and measure success with the goals that the student will learn personal responsibility, the joy of self-directed study, and be sufficiently informed so that students are able to handle the work at their grade level.
  - c. Maintains a profession classroom (clean, creative, and organized).
  - d. Professional in personal appearance
  - e. Keep proper discipline in the classroom and the school in general to create a positive healthy learning environment
  - f. A life –long learner continually seeking opportunities to improve their craft, taking advantage of those opportunities that will improve teaching within and outside of their content area.
  - g. The ability to prioritize and confront several pressing issues simultaneously in an effective manner.
2. *High people skills*
- a. good listener
  - b. able to deal effectively with **parents**, providing solutions to problems, and a positive atmosphere
  - c. able to work effectively with **students** – able to set a positive and appropriate atmosphere in the school, yet able to carry out discipline in a consistent, fair, and positive manner, in a way that restores, encourages, and exhorts students to proper behavior
  - d. good communicator - conveys appropriate information to students and colleagues, and parents in an effective and timely manner
3. *Evidence of spiritual maturity and leadership*
- a. strong personal walk with God evidenced in daily life and regular participation in a local church (Hebrews 10:25)
  - b. joyfully filling the position of Christian role model (1 Corinthians 10:32)
  - c. Able to resolve conflict biblically (Matthew 18)
  - d. Knows, loves and cares for student's spiritual, intellectual, physical and emotional state and development.
4. *Education and/or Experience:*
- a. This position requires a baccalaureate or higher degree from an accredited college or university and ACSI or state certification. Special skills include organizational skills, team building and motivational skills, financial planning skills, and operating knowledge of personal computers and Microsoft Office (WORD, EXCEL, POWERPOINT, OUTLOOK).
5. *Personal Conduct:*
- a. MLCA is a religious, non-profit Christian school organization that provides quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind and strength. MLCA requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate

personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

- b. The MLCA Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, or homosexual behavior—or any violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). MLCA believes that biblical marriage is limited to a covenant relationship between a man and a woman. Failure to abide by these expectations may result in a reprimand or, in some cases, dismissal from employment.

6. *Physical Demands*

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. The employee must be able to sit and operate a personal computer.
- c. The employee must be able to drive a vehicle and will be required to travel occasionally in a car or airplane.

**Accountability:** Teachers are responsible to the school Principal. They will be subject to a semi-annual performance review.