



Mountaintop

CHRISTIAN ACADEMY

Early Elementary Teacher Job Description

Proverbs 22:6 “Start children off on the way they should go, and even when they are old they will not turn from it.”

Teachers have the unique privilege of starting children off on the way that they should go. This role has an ongoing and everlasting impact on children’s lives. It is important that candidates acknowledge both the honor and responsibility that this role maintains. Teacher candidates should be excited and called to empower, explore, and grow with students!

GENERAL DESCRIPTION

Role: The teacher shall have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he/she should go”. He/She shall be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him.

Overview: The teacher shall meet the state of Pennsylvania requirements and qualifications for a Kindergarten-4 (Elementary) Educator, and shall feel called by God to the teaching profession.

Contracted by: School Director for one year.

Responsible to: School Director.

Evaluation: Teacher performance will be evaluated by the School Director and will be in accordance with this job description.

REQUIRED PERSONAL QUALIFICATIONS

The teacher shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.
- Be willing to share his/her relationship with Jesus Christ with children and adults.

REQUIRED PROFESSIONAL QUALIFICATIONS

The teacher shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Be mentally and physically capable of caring for and instructing a group of elementary aged children; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outside.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Have an awareness of the unique needs of elementary aged children, and have appropriate expectations of their abilities.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Attend staff meetings and devotions as scheduled.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Adhere to all MCA policies and procedures outlined in the Staff Handbook.

RESPONSIBILITIES

The teacher shall:

- Reflect the mission, the Christian philosophy of education, and the learning objectives of MCA in every class and every activity.
- Appropriately plan for and teach the following core elementary subjects through constructive and developmentally appropriate teaching methodologies: Bible, english language arts, mathematics, science, technology, social studies, creative thinking (art and music), health, and physical education.
- Maintain a clean, attractive, and well-ordered classroom.
- Keep proper discipline in the classroom and on the school premises for an effective learning environment.
- Keep parents, and the administration adequately informed of student progress.
- Provide safe and loving supervision of students in an elementary setting.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the School Director in a timely manner if unable to fulfill any assigned duty.
- Prepare adequate information and materials for a substitute teacher.

- Supervise and train any teacher aides in the classroom and direct them as to what duties need to be carried out throughout the day to promote a harmonious classroom environment.
- Attend any extra curricular activities and evening programs in which the lower elementary students are involved.
- Attend in-service meetings before the school year begins and on professional development days.

Date Job Description reviewed: _____

Teacher's Name (printed): _____

Teacher's Signature: _____