



**Job Title:** Teacher

**Reports To:** Building Principal

**Supervises:** Student teachers, aides, volunteers, and students.

**Nature and Scope of Job:**

Possess a comprehensive understanding of and commitment to Christian education. The primary responsibility is to provide pedagogical, research-based classroom instruction that will contribute to the development of students as mature, able, and responsible Christians who use their God-given talents for His glory and praise. The board may add other qualifications as deemed appropriate.

**Contracted by:** School Board upon the recommendation of the Head of School for one year.

**Personal Qualification:**

The teacher shall

1. Be a born-again Christian who will adhere to Lehigh Christian Academy's Statement of Faith and Code of Conduct and regularly attends a Bible-believing church.
2. Have earned a minimum of a Bachelor's degree in education and/or a Bachelor's degree or higher in a specialized field with an ACSI Teacher Certification and/or State Certification.
3. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
4. Have the spiritual maturity, academic ability, and leadership qualities to assist in training "up a child in the way he should go."
5. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
6. Meet everyday stress with emotional stability, objectivity, and optimism.
7. Maintain a personal appearance that is a Christian role model of cleanliness and modesty.
8. Use acceptable English in written and oral communication. Speak with clear articulation.
9. Refuse to use or circulate confidential information inappropriately.
10. Place his/her ministry above other jobs and volunteer activities.
11. Make an effort to appreciate and understand the uniqueness of the community that LCA

serves.

12. Notify the board of any policy he/she is unable to support.

### **Employment Terms**

The Teacher shall be employed under the following terms.

1. Work year of the academic school year, 5 days per week with the exception of school holidays for full-time, and as contracted for part-time as per individual scheduling.
2. Salary, benefits, personal time, and sick time are specified in the Faculty Handbook.
3. Attend all school events and professional development/work days listed in the Faculty Handbook.
4. Attend all faculty, PLC, staff, and other community events as per the Faculty Handbook and Head of School and/or Board's directives.
5. Attend all morning devotions unless excused for morning coverage or by the administration for an emergency.
6. Be present the number of days listed in his/her contract.
7. Be present 7:30 AM - 3:30 PM during the academic year unless otherwise directed by the Head of School.

### **Essential Functions:**

The Teacher shall:

#### **Personal:**

1. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
2. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
4. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
5. Carry on a program of professional development that deals with his/her area of specific responsibility and/or supports and enhances the mission of the school.
6. Knows the procedures for dealing with issues of an emergency nature.
7. Utilize educational opportunities and evaluation processes for professional growth.
8. Supervise extra-curricular activities, organizations, and outings as assigned.
9. Support the broader program of the school by attending extra-curricular activities when possible.

#### **Academic:**

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self worth in Christ.
4. Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
5. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
6. Keep proper discipline in the classroom and on the school premises for a good learning environment.
7. Maintain a clean, attractive, well-ordered classroom.
8. Plan broadly through the use of semester and quarterly plans and objectives and submit electronic lesson plans as directed by the administration.
9. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
10. Possess and utilize the technology skills to provide instruction in the classroom and for remote learning.
11. Utilize valid research-based instructional strategies to meet Pennsylvania standards and curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, teaching methods, and materials that will provide creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional as well as prepare students as 21-Century learners.
13. Incorporate appropriate and approved differentiated instruction that balances the use of field trips, guest speakers, and other media.
14. Use homework effectively within the school's policy for drill, review, enrichment, or project work.
15. Use formative and summative assessments on a regular basis in order to assess the learning of students.
16. Provide feedback to students in a timely manner to enhance learning.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. Maintain regular and accurate attendance and academic records to meet the demands for comprehensive knowledge of each student's progress.
19. Prepare adequate information and materials for a substitute teacher.
20. Fulfill any other duties that may be assigned by the administration for the purpose of maintaining the overall programs of the school.
21. Inform administration in a timely manner if unable to fulfill any duty assigned.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are

not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the teacher shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Ability to lift up to 25 lbs.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in the workplace that is usually moderately quiet but can be noisy at times.

#### **Miscellaneous Job Related Demands:**

Unless reasonable accommodations can be made while performing this job, the teacher must be able to:

1. Gather students together in the parking lot into a cohesive unit and be able to move the students from an area on the parking lot and into the building.
2. Negotiate stairs to reach the upper level classrooms and gymnasium and downstairs classrooms, library, and lunchroom.
3. Accompany students in the hallways or in other places in the building as they move from one location to another.
4. Actively supervise students within the classroom, gymnasium, chapel, lunchroom, etc.
5. Actively supervises outside in the play area.
6. Can summon help when an emergency arises either in the classroom, gymnasium or on the playground.

7. Can apply minimal first aid to students who may be injured while in the classroom, gymnasium or on the playground.

**Evaluation:**

The Building Principal shall evaluate the Teacher yearly in accordance with policy and regulation.

We have discussed the above job description and have agreed to the terms. The employee agrees to fulfill said job description to the best of his/her ability.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date