



Walnut Creek Christian Academy

Elementary Art Teacher Job Description

GENERAL DESCRIPTION

- Goal:** The Elementary Art Teacher shall prayerfully support the administrative, teaching, and ministry functions of WCCA through helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The teacher shall be a born-again collegel graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by:** The principal for one year.
- Responsible to:** Principal.
- Supervises:** Students.
- Evaluation:** Performance will be evaluated by the principal and vice principal in accordance with provisions of the Board's policy on evaluation of personnel and this job description.

REQUIRED PERSONAL QUALITIES

The art teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in accordance with the WCCA Statement of Faith (Hebrews 10:25).

6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

The art teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
9. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The art teacher shall:

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 through his/her witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
10. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
11. Follow the lesson plans as best as you are able to keep the class on track with the regularly planned learning program.
12. Follow school policy on maintaining attendance records.
13. Keep the classroom teacher adequately informed of your daily progress in the classroom.
14. 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. Demonstrate knowledge of the general school program.
15. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
16. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, administration, and Board.
17. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
18. Know the procedures for dealing with issues of an emergency nature.
19. Inform the administration in a timely manner if unable to fulfill any duty assigned.
20. Be a self-starter, working well with and without supervision.
21. Fulfill applicable specific duties professionally and in accordance with school policy and training:
 - Teach academic subjects and elective classes as assigned.
 - Provide proper student supervision during assigned non-academic times.
 - Keep classrooms neat and presentable.

JOB DESCRIPTION - Supplemental Functions

The art teacher shall:

1. Provide input and constructive recommendations for administrative and managerial functions in the school.
2. Perform any other duties that may be assigned by the administration.

Date job description reviewed:

Staff Signature _____ Date _____

(Revised 3/17)

**Walnut Creek Christian Academy – Elementary Art Teacher
Physical Requirements to Fulfill the
Essential Functions of this Position**

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING			X
STANDING			X
SITTING			X
WALKING			X
RUNNING			
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.			
LIFTING OVER SHOULDER:			
Up to 20 lbs.	X		
Up to 50 lbs.			
More than 50 lbs.			
CARRYING:			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.			

OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS			
COMMUNICATE DATA			X
PREPARE REPORTS			X
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY		X	
DRIVING			
FLYING			

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE	X		
FAX	X		
COPIER	X		
COMPUTER			X
PRINTER			X
CALCULATOR	X		
OVERHEAD PROJ.		X	
AV EQUIPMENT		X	
OTHER (Please list)			
Teach Physical Ed. Class			

