



Walnut Creek Christian Academy

Teacher Job Description

GENERAL DESCRIPTION

- Goal:** The teacher shall prayerfully help 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 college 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:** School board upon recommendation of the principal for one year.
- Responsible to:** Direct supervision by department chairperson. Also responsible to principal.
- Supervises:** Students, and may supervise student teachers, aides, and volunteers.
- Evaluation:** Teacher performance will be evaluated by the principal and department chairperson, and will be in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

REQUIRED PERSONAL QUALITIES

The 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, or moving toward membership 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 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. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The 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. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of weekly lesson plans. Post plans on RenWeb in a timely manner.
10. 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.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. 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.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment, or project work.
15. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress. Follow school policy in posting grades on RenWeb.
16. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
17. 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.
18. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, administration, and Board.
20. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
22. Know the procedures for dealing with issues of an emergency nature.

- 23. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
- 24. Display strong evidence of advance planning and organization for the class(es). Be a self-starter, working well with and without supervision.
- 25. Fulfill all requirements and duties with regard to accreditation procedures and assignments.

JOB DESCRIPTION - Supplemental Functions

The teacher shall:

- 1. Supervise extracurricular activities, organizations, and outings as assigned.
- 2. Utilize educational opportunities and evaluation processes for professional growth.
- 3. Provide input and constructive recommendations for administrative and managerial functions in the school.
- 4. Support the broader program of the school by attending extracurricular activities when possible, to include at least two optional activities.
- 5. Perform any other duties that may be assigned by the administration.

Date job description reviewed:

Teacher _____	Date _____
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Walnut Creek Christian Academy - 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	X		
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs			
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			
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	X		
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	X		
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		X	to X

