

Job Description for Academy Teacher

QUALIFICATIONS

- Must be college graduate
- Statement of faith, active church membership and regular fellowship with other believers
- Proof of local residence
- Complete and maintain the NC North Carolina teacher's certification or ACSI certification

CONDITIONS OF EMPLOYMENT

Submission of

- Application
- Reference of proof of active church membership
- Criminal history check according to state guidelines
- Fingerprint Card (SBI form FD-258)
- NC identification bubble sheet
- Mandatory Notice/Prior Convictions Statement
- Medical statement from health professional indicating emotional and physical fitness to care for children
- Negative tuberculosis test
- Confidentiality statement
- Execution of Teacher Employment Contract
- *Refer to employee file checklist in appendix for additional information required*

TRAINING REQUIREMENTS

- Community CPR/First Aid certification
- Playground Safety Training
- Fire Safety Training

KNOWLEDGE, SKILL, & ABILITIES REQUIRED

- Genuine love for and desire to work with parents and their children
- Enthusiasm
- Initiative
- Foresight
- Team Player, ability to work well with others
- Leadership
- Ability to understand and follow specific instructions and procedures
- Communicate effectively, both orally and in writing
- Child supervision skills
- Ages and Stages of child development
- Provide age-appropriate care regarding hygiene and nutrition

EXPECTED CONDUCT

Teachers are responsible and accountable to the Principal and Administrative Director of Education and their general responsibilities and actions include, but are not limited to the following:

- Conduct self in word, deed and attitude that is consistent with the current mission, philosophy and goals of the Academy
- Maintain prompt hours, taking appropriate measures to arrange substitute teachers for time off
- Maintain a professional image, a neat and well-groomed appearance
- Maintain professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large
- Follow all policies and procedures of TBCA
- Serve in the ministry as a team player striving for unity in spirit and action;
- Speak with a united voice in support of final decisions made in the best interest of the academy and its programming regardless of differences of opinion;
- The teacher agrees to serve the Academy for the number of days in the official school calendar and to perform other duties assigned by the Principal and Administrator; and to work cooperatively with the staff, faculty and administration of the Academy
- The teacher shall devote a reasonable amount of out-of-class time to curriculum-development, to sponsoring student activities, and to other duties as assigned by the Principal and Administrator

- Handle conflicts by: Prayerfully seeking a solution, Speaking directly to others involved with understanding and mutual respect, Not participating in gossip or public criticism of people, programs or policies, Letting the grace, peace and forgiveness of Jesus Christ rule the heart

SPECIFIC RESPONSIBILITIES

- Greet children and parents, observing their general health and well-being
- Assume responsibility for the health, safety and welfare of all children enrolled in the Academy
- Establish and maintain a classroom environment that is conducive to nurturing, age-appropriate learning and positive experiences
- Planning and implementing activities that address the physical, social, emotional, and intellectual development of each individual child
- Assist and participate along side of the children during snacks and meal times exemplifying good manners and nutrition
- Supervise activities as an active participant and not from the sidelines, including playground, instructional gym, instructional music, guests, field trips, etc as needed.
- Maintain a clean, neat and organized room adhering to Academy guidelines
- Share information, experiences and suggestions with coworkers in order to benefit the Academy and its participants
- Utilize and maintain resources with respect, care and stewardship
- Actively pursue opportunities for professional development
- Maintain open lines of communication with Principal and Administrative Director of Education; relay information regarding classroom management, discipline, parent interaction, etc. on a daily basis as needed.
- Maintain the highest level of confidentiality with all matters at all times
- Keep accurate records, adhering to time lines and specific guidelines, as listed but not all inclusive:
 1. Individual file on each child which includes progress, development, and grades
 2. Emergency/pick-up information on each child
 3. Daily lesson plans including resources and development goals
 4. Posted list of birthdays
 5. Posted list of allergies/medical conditions
 6. Posted Daily Schedule
 7. Posted Monthly Newsletter and Theme/Activity Calendar

PHYSICAL DEMANDS

- Able to lift an average weight of 30 pounds from the floor to waist high
- Able to interact (stoop, bend, crouch, lift, hold) on child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift