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**EFCA Teacher**

**General Job Description**

The job description of the teacher is as follows:

### **General Description**

The teacher will serve the Lord Jesus Christ by prayerfully helping the 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.

### **Qualifications**

The teacher will be one who has received Jesus Christ as Savior and Lord and should be regular in attendance in an evangelical church. The teacher will serve as a minister of the gospel that reflects the purpose of the school which is to honor Christ in every class and in every activity.

The teacher should be a college graduate, ACSI certified or state certified, and called of God to the teaching profession. The teacher is selected by the administrator in conjunction with a principal and is considered an employee of the Erie First Assembly organization. Teachers will serve under the direct supervision of a principal and is answerable to him/her in all matters first.

### **Responsibilities**

* **Spiritual:**

The teacher will -

* Seek to role model in attitude, speech and actions, a consistent daily walk with the Lord Jesus Christ.
* Show by example the importance of Scripture memorization and study, prayer, witnessing and unity in Christian fellowship.
* Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
* Motivate students to accept God’s gift of salvation and grow in their faith.
* Lead students to realization of their self-worth in Christ.
* **Instructional:**

The teacher will –

* Recognize the role of parents as primarily responsible before God for their child’s education and assist them in the task.
* Teach the class assigned following prescribed scope and sequence as scheduled by the Administration and school board.
* Plan broadly through the use of semester and quarterly plans and objectives, and more currently (weekly) through the use and uploading of a Lesson Plan Template as prescribed by your administrator. (Digital mapping, etc…)
* Integrate Biblical principles and the Christian philosophy of education throughout the curriculum on a regular basis.
* Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school’s philosophy.
* Plan a program of study that, as much as possible, meets individual needs, interests, and abilities of the students, challenging each to do his/her best work and accommodating remediation and enrichment as necessary.
* Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical and emotional.
* Plan through approved channels the balanced use of field trips and other media.
* Use homework effectively for drill, review, enrichment or project work following the EFCA homework guidelines.
* Assess learning of students on a regular basis, post grades weekly, and provide progress reports as required.
* Keep proper discipline in the classroom and on the school premises for a good teaching environment.
* Prepare adequate information and materials for a substitute teacher.
* **Non-Instructional:**

The teacher will -

* Cooperate with the School Board and administration in implementing all policies, procedures and directives governing the operation of Erie First Christian Academy.
* Notify the administration of any policy he/she is unable to support.
* Maintain regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student’s progress.
* Keep students, parents and the administration adequately informed of behavior and/or academic progress or deficiencies and give sufficient notice of failure.
* Maintain a clean, attractive, well-organized classroom.
* Supervise extra-curricular activities, organizations and outings as assigned.
* Support the broader program of the school by attending extra-curricular activities.
* **Professional:**

The teacher will -

* Utilize educational opportunities and evaluation processes for professional growth and will keep certifications current.
* Seek the counsel of the principal, administrator, colleagues, and parents while maintaining a teachable attitude.
* Provide input and recommendations for administrative and managerial functions in the school.
* Attend and participate in scheduled devotional, in-service and faculty meetings.
* Know the procedures for dealing with issues of an emergency nature.
* Contribute to the general improvement of the school program.
* Will maintain, refuse to use or circulate confidential information inappropriately.
* Perform any other duties which may be assigned by the principal and/or administrator.
* **Personal:**

The teacher will -

* Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
* Meet everyday stress with emotional stability, objectivity, and optimism.
* Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.
* Respectfully submit and remain loyal to constituted authority.
* Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste, in agreement with school policy.
* Use acceptable English in written and oral communication and proofread all communication that leaves the building.
* Recognize the need for good public relations by representing the school in a favorable and professional manner to the general public both during and after your employment at EFCA.
* Place teaching ministry ahead of outside or volunteer work.
* Make an effort to appreciate and understand the uniqueness of the Erie community.