

**Washington Christian Academy
Job Description**

Job Title: Teacher

Reports to: Head of School

Job Purpose: To carry out faithfully all of the responsibilities of a Christian teacher as described in the WCA mission statement.

Qualifications:

1. **Education and Specialized Knowledge:** A Bachelor's Degree in applicable field from an accredited college or university.
2. **Experience:** Classroom teaching and/or evidence of working with or managing children
3. **Skills and Abilities:** Good people skills and classroom management, passion to teach children well, understands and can demonstrate teaching from a Reformed Christian education perspective.
4. **Other:**
 - Signed agreement with Articles II and III of the Constitution and/or statement of beliefs of WCA.
 - Active member of a church whose teaching is not inconsistent with the statement of beliefs of WCA.

Responsibilities:

1. **Planning**
 - a. Develops units and lesson plans to fulfill school and class objectives.
 - b. Uses a variety of activities and methods to teach ideas and concepts.
 - c. Provides opportunities for grade-appropriate higher-level thinking.
 - d. Works to improve and provide variety in materials and assessments from year to year.
2. **Assessment**
 - a. Does formal assessment to determine student comprehension.
 - b. Provides feedback, intervention and clarification through further examples and activities.
 - c. Prepares evaluations that reflect curriculum standards.
 - d. Prepares multi-dimensional assessments that assess content, understanding and critical thinking at an age-appropriate level.
3. **Knowledge of Content, Pedagogy and Classical and Christian Education Philosophy**
 - a. Demonstrates and communicates a command of the academic subject.
 - b. Demonstrates the ability to teach the subject matter from a Christian perspective.
 - c. Demonstrates the ability to teach from a broadly liberal arts perspective.
 - d. Demonstrates an ability to teach in an age-appropriate manner.

4. **Learning Climate and Discipline**
 - a. Establishes a warm and caring environment.
 - b. Communicates excitement for subject.
 - c. Gains learner attention before beginning instruction.
 - d. Provides organized and systematic direct instruction.
 - e. Provides smooth transitions from one activity to the next.
 - f. Maintains student involvement in instruction and positively redirects off-task behavior.
 - g. Provides varied explanations of topic to solidify understanding.
 - h. Provides informal practice and feedback.
 - i. Provides daily review of previously learned material.
 - j. Manages disruptive behavior in a calm, loving and firm manner.
 - k. Communicates high expectations for all students.
5. **Organizational and Management**
 - a. Attends to routine tasks such as recording attendance and tardies, addressing dress code violations and recording weekly and term grades in a professional and timely manner.
 - b. Maintains an organized, neat and attractive classroom appearance.
 - c. Communicates and maintains clear behavioral expectations.
 - d. Teaches and establishes effective classroom routines.
6. **Interpersonal Skills**
 - a. Demonstrates a desire to serve others.
 - b. Communicates care and compassion to students, parents and colleagues.
 - c. Handles conflict with parents and staff in accordance with Biblical principles.
 - d. Takes steps to solve problems before they reach a crisis level.
 - e. Demonstrates an awareness of how their words and attitude affect those around them.
 - f. Treats all school constituents with dignity. E.g., respecting feelings, space belongings and privacy.
 - g. Communicates with parents in a timely and positive manner regarding student performance and behavior.
7. **Professional Standards**
 - a. Performs all school duties in a timely and professional manner including extra-curricular activities
 - b. Complies with the policies and procedures of the school
 - c. Demonstrates ethical behavior
 - d. Works cooperatively with colleagues in school and on committees, if applicable.
 - e. Arrives on time to work and daily routines.
 - f. Dresses in a professional manner.
 - g. Relates professionally to students, colleagues and parents.
8. **Professional Development and Growth**
 - a. Systematically implements and plans for self-improvement.
 - b. Participates in professional and personal growth activities.
 - c. Seeks and shares professional materials and ideas.
 - d. Collaborates with other teachers to create interdisciplinary communication.