



401 West 205<sup>th</sup> Street, New York, New York 10034

## Teacher Job Description

**Title:** Christian School Elementary Teacher, Grades 1-8

**General Description:** The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she shall prayerfully assist in educating and enhancing the lives of students in order to produce faithful, loving, serving Christ-centered students who are empowered to engage their world.

**Evaluation:** Teacher performance will be evaluated through a series of formal and informal observations by administration and instructional leadership, in accordance with evaluation standards, as communicated to all faculty in the Manhattan Christian Academy handbook.

**Responsible to:** Principal

**Supervises:** Students, student teachers, volunteers, aides

### Qualifications:

- A faith in Jesus Christ as Lord and Savior of your life.
- Holds a bachelor's degree from an accredited college or university.
- Current ACSI Teaching Certificate in Elementary or Secondary Education preferred.
- Two or more years of classroom teaching experience preferred.
- Active member of an evangelical Christian Church.
- Demonstrate a reasonable level of computer literacy, having basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing and accessing the internet.
- Possesses knowledge of technological devices i.e. interactive whiteboards, document cameras preferred.
- Willingness to pursue higher education and continue progress in career development.
- Demonstrate the ability to teach students well at the grade level for which he/she is hired.
- Must believe and actively support MCA's statement of faith and sign and live by MCA's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Must pass a criminal background check.



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**Responsibilities:**

- A. Demonstrate a love for God
  - a. Knowledge of the Bible and its application to subject area(s).
  - b. Practice daily devotions of prayer, reading and study of God's word and meditation.
  - c. Modeling of the Christian walk in attitude, speech and acts inside and outside of school.
  - d. Submission to authority out of obedience to Christ.
- B. Demonstrate a love for students
  - a. Treat each child as uniquely gifted by God.
  - b. Be a godly role model and promote a strong spiritual foundation for students.
  - c. Establish a climate of love and respect for one another.
  - d. Discipline students fairly and out of love.
  - e. Provide an atmosphere where students will support and learn from each other.
  - f. Create a classroom environment that is conducive to student learning.
- C. Demonstrate professional competence and instruction
  - a. Demonstrate knowledge of content pedagogy and students in planning evidenced through coherent instruction.
  - b. Engage all students in learning.
  - c. Incorporates biblical integration in lesson and unit plans.
  - d. Select and use curricular materials that will promote academic growth.
  - e. Use "differentiated" teaching methods/techniques to effectively administer to the needs of all the students in the classroom.
  - f. Adequately assess student learning and use student data to drive instruction.
  - g. Select instructional goals and create unit and lesson plan that adequately addresses selected goals.
- D. Relationship to Faculty/Staff/ Parents
  - a. Communicate regularly to parents about their child's progress and needs.
  - b. Develop and maintain a rapport with parents and staff.
  - c. Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
  - d. Meet with staff members to listen, learn, worship, and exchange ideas for helping students meet the goals of the school.
- E. Professional Growth
  - a. Utilizes educational opportunities and evaluation process for professional growth.
  - b. Seeks counsel of the administration, colleagues and parents, and is teachable.



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- c. Pursue further learning of subject area(s) while seeking the best pedagogy of the school's mission.
  - d. Seek and accept constructive evaluation of job performance.
- F. Non-Instructional Responsibilities
- a. Maintains regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress.
  - b. Attends and participates in scheduled devotional, committee, faculty, and PLC meetings.
  - c. Maintains a clean, attractive and well-ordered classroom.
  - d. Demonstrates knowledge of procedures for dealing with emergencies.
  - e. Attend special school events as deemed required by the school.
  - f. Participate actively, celebrate and promote Christian education in the community.
  - g. Demonstrate flexibility.