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Northwest Christian Academy Teacher Job Description

Our goal at NCA is to help students learn and grow academically, spiritually, socially, emotionally, and physically in ways which are consistent with our Mission Statement.

QUALIFICATIONS*

The teacher shall:

- Conduct their life in a manner which demonstrates spiritual maturity, reflects the purpose and values of the school, and is consistent with the school doctrinal statement (Statement of Faith);
- Be a member in good standing of a local church, one having a doctrinal statement compatible with the school's doctrinal statement;
- Demonstrate godly leadership in the classroom;
- Be a college graduate with a BA or MA in education;
- Be certificated to teach the subject(s) for which they are hired.**

*Qualifications may be amended as deemed appropriate by the school board.

**Exceptions may apply under the law.

RESPONSIBILITIES

Spiritual:

- Seeks to model in speech, actions, and attitude, a consistent daily walk with Jesus Christ;
- Demonstrates the importance of prayer, Scripture memorization, personal Bible study, witnessing, and unity in Christian fellowship;
- Follows the Matthew 18 principal in dealing with students, parents, administration and staff;
- Motivates students to accept God's gift of salvation and grow in their faith. Leads students to a realization of their worth in Christ.

Instructional:

- Recognizes the role of parents as primarily responsible before God for their child's education and assists them in that task;

- Teaches classes as assigned, following prescribed scope and sequence as scheduled by the principal;
- Integrates Biblical principles and a Christian philosophy of education consistent with the philosophy of the school throughout the curriculum;
- Develops student learning through mastery of the subject material by utilizing best practices to achieve curriculum goals within the framework of the school's philosophy;
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best;
- Employs a variety of instructional aids, methods, materials, and technology that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional;
- Plans through approved channels the balanced use of field trips, guest lecturers, and other media;
- Assesses the learning of students on a regular basis and provides progress reports as required;
- Maintains proper discipline in the classroom and on the school premises for a good teaching environment;
- Informs the administration if unable to fulfill any duty assigned. Prepares adequate information and materials for the substitute teacher.

Non-Instructional:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school;
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress;
- Keeps student, parents, and administration adequately informed of progress or deficiencies, and gives sufficient notice of impending failure;
- Maintains a clean, attractive, and well-ordered classroom;
- Supervises extra-curricular activities and outings as assigned;
- Supports the broader program of the school by attending extra-curricular activities as outlined in the staff handbook.

Professional:

- Utilizes educational opportunities and evaluation processes for professional growth;
- Seeks the counsel of the principal and colleagues, and communicates appropriately with parents, while maintaining a teachable attitude;
- Provides input and recommendations for administrative and managerial functions in the school;

- Attends and participates in scheduled devotional, in-service, retreat, committee, faculty, and P.T.F. meetings;
- Knows the procedures for dealing with emergencies;
- Contributes to the general improvement of the school program;
- Performs any other duties which may be assigned by the administration.

Personal:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality;
- Meets everyday stress with emotional stability, objectivity, and optimism;
- Develops and maintains rapport with students, parents, and staff by treating others with kindness, dignity, and consideration;
- Respectfully submits and is loyal to constituted authority;
- Maintains a personal appearance that is a model of cleanliness, modesty, good taste, and in agreement with school policy;
- Uses acceptable English in written and oral communication. Speaks with clear articulation;
- Recognizes the need for good public relations. Represents the school in favorable and professional manner to the constituency and general public.
- Places the teaching ministry ahead of outside or volunteer work;
- Makes an effort to appreciate and understand the uniqueness of community.

EVALUATION:

Performance of these responsibilities will be evaluated by the principal at the end of each school year.