

MINISTRY POSITION DESCRIPTION

Position Title: Elementary Teacher

Reports to: Division Level IB Coordinator

Classification: Non-Exempt; Salaried, 40 hours/week; 10 Months

Date Prepared/Revised: June 10th, 2020

Instructions: Interested candidates should email Statement of Faith and Resume as one PDF document to Johnny Graham, Head of School, at hos@williamsburgchristian.org.

Principal Function

In 2020-2021, Williamsburg Christian Academy's Christ-centered mission will align with the lifelong learning platform of the International Baccalaureate programs at the PYP, MYP, and DP levels. Each teacher will integrate a biblical worldview and a Christian philosophy of education throughout the curriculum and model a consistent daily walk with Jesus Christ in speech, actions, and attitude. Additionally, each teacher will promote lifelong learning and guide young people to grow into confident, knowledgeable, aware, respectful, Christ-centered leaders in this world that the Lord has given us. In preparation for strategic marketing and enrollment growth, Williamsburg Christian Academy will interview qualified K3-12 teaching candidates through July 2020.

Instructional Functions:

- Sharpen young minds using the framework of Williamsburg Christian Academy's curricular pillars: The Christ-Centered Walk, Respect, Communication, Wellness, Stewardship, Life and Career Preparation, and Awareness.
- Prepare and submit a yearly and weekly lesson plan to division level Principal for review and approval
- Establish a class culture that is consistent with the Mission and Vision of Williamsburg Christian Academy and the learning profile of the International Baccalaureate learner.
- Create a learning environment that enables students to develop collaborative skills
- Employ a classroom management plan that is developed around clarity, responsibility, and respect for everyone in the classroom
- Create lessons, assignments, and projects that engage a student's critical thinking skills
- Maintain consistent enforcement of school Student-Parent Handbook policies
- Employ a variety of methods, instructional aides, and materials that will provide for creative teaching to reach the whole child – spiritually, intellectually, physically, socially, and emotionally
- Notify the division level Principal promptly if you are unable to fulfill any duty assigned
- Perform other duties as assigned by the division level Principal or IB coordinator.



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Supplemental Functions:

- The teacher shall open each class with prayer and when appropriate pray with and for students
- The teacher shall record class attendance in the WCA software system for each class within the first 10 minutes of the start of class. This process is critical to the safety and security of the WCA community and lack of attention to this requirement will not be tolerated.
- The teacher shall update WCA software with assignments and grades every week at a minimum. This requirement is of utmost importance in communication with parents and an aide to students who are at home for medical reasons.
- The teacher shall regularly check and respond to voicemail and email messages within 24 hours graciously and professionally.
- The teacher shall participate in parent-teacher individual/group conferences involving parents of any student they teach.
- The teacher shall maintain a high regard for the confidential information of each student and their family. Any form of gossip is not biblical and will not be tolerated. If you have a question concerning appropriate behavior as it relates to confidentiality, you are to address the matter only with the division level Principal for direction.
- The teacher shall perform all administrative duties assigned as part of the teaching position including, but not limited to, hall duty, lunch supervision, dismissal duty, devotional presentation, bulletin board responsibilities
- The teacher shall be responsible for enforcing all policies as per the Student-Parent Handbook.
- The teacher shall attend all professional development seminars and meetings as assigned by the division level Principal.
- The teacher is responsible for maintaining required teacher certifications, not allowing any lapse of their certification.
- The teacher is to collaborate and communicate with the WCA faculty team to provide for a productive and effective program.

Other General Responsibilities

- Continuing submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior;
- To maintain devotions in your home, to educate in Christian doctrine, and to pray for the salvation of your family;
- To honor the members of the Governing Board, esteem and love them; to pray for them regularly; to submit to them in the exercise of their duties; and to manifest a tender regard for their reputation;
- To be actively involved in the life of the school; to be loyal to its programs; to pray regularly for its ministry, leadership, staff, parents, and children; to manifest a tender regard for their reputation; to contribute to its support with time and finances as God prospers you;
- To pray for those outside the body of Christ, to honor obligations and commitments to them, and as opportunity and ability enable, to commend the Gospel of Christ to them.



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Position Requirements

- Minimum of bachelor's degree in education or subject content field.
- Minimum of three years of teaching experience in Lower School learning environments
- International Baccalaureate teaching certification and experience preferred.
- Must complete CPR/First Aid training by August 15, 2020, or possess CPR/First Aid certification through July 2021.