

Little Flock Christian Academy
5500 North Preston Highway
Shepherdsville, KY 40165

Classroom Teacher Job Description

The Ministry of Teaching

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered His disciples and others around Him and taught with such conviction and truth that the “many who heard him were amazed. ‘Where did this man get all these things?’ they asked. ‘What’s this wisdom that has been given him, that he even does miracles!’ ” (Mark 6:2). His apostles, likewise, were teachers, and they gave witness “with great power,” through their words and their deeds, and “continued to testify to the resurrection of the Lord Jesus, and much grace was upon them all” (Acts 4:33).

The ministry of teaching obligates teachers to assist their students in understanding not only the subject matter, such as mathematics or physics, but how the order and discipline of that subject matter reveal the mind of God. It obligates teachers not only to instruct in geography and history, but also to inculcate the faith by helping their students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order.

The ministry of teaching requires teachers to help their students not only to acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you. (Philippians 4:8–9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by

modeling the faith and by modeling faithfulness (Luke 6:40). This is why all teachers, even before their first meeting with students, must subscribe to the school's statement of faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.... Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Ephesians 4:25–29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to "get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you" (Ephesians 4:31–32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary that assists their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

Hired by: Principal

Responsible to: Principal

Supervises: Assigned students

Evaluated: An annual written evaluation is provided by the Administration.

Type of position: This is a contracted, exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the teacher will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local evangelical church of like faith.

Required Professional Qualities

It is expected that the teacher will ...

- Hold a Bachelor's degree from an accredited postsecondary institution.
- Hold ACSI teacher certification or be willing to participate in a program to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

Required Personal Qualities

It is expected that the teacher will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Essential Job Functions—Accountabilities

It is expected that the teacher will...

Spiritual Leadership

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
- Lead students to a realization of their self-worth in Christ.

Academic Leadership

- Teach classes as assigned following prescribed scope and sequence as scheduled by the Curriculum Guide.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assesses the learning of students on a regular basis and provide progress reports as required.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Gradelink Lesson Planner.

Administrative Leadership

- Keep accurate daily attendance records and keeps grades current in GradeLink.com.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.

Professional Leadership

- Seek and accept constructive evaluation of her/his job performance.
- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotionals, in-services, retreats, committees, faculty meetings, and Parent Teacher Fellowship meetings.
- Utilize educational opportunities and evaluation processes for professional growth.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Perform any other duties that may be assigned by the administration.

Additional Duties or Responsibilities

It is expected that the teacher will ...

- Prepare adequate information and materials for a substitute teacher.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Supervise drop off and dismissal.
Perform any other duties that may be assigned by the administration.

Attached you will find:

1. The Statement of Faith
2. Code of Christian Conduct
3. The Christian Role Model

STATEMENT of FAITH

- We believe in the verbal inspiration and authority of the Scripture.
- We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose for all people.
- We believe in God the Father, God the Son, and God the Holy Spirit, eternally existing as the Trinity.
- We believe that God created the Heavens and the Earth.
- We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that eternal life comes when one personally places his faith in Jesus Christ as Lord and Savior.
- We believe in the visible and personal return of Jesus Christ.
- We believe that children are a heritage of the Lord and that parents are responsible for training them to walk in the commandments of the Lord.

CODE of CHRISTIAN CONDUCT

All constituents of the Little Flock Christian Academy community (students, staff, volunteers, parents, etc.) are expected to manifest the highest Christian virtues in judgement, dignity, respect, and living as long as they are associated with the academy. Our expectations are grounded in our statements of faith, mission, and philosophy. We believe that God designed marriage to be the lifelong union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing (Genesis 2:20-24, Mark 10:2-9, Hebrews 13:4).

Students, volunteers, visitors, and staff are expected to dress modestly and in conformance with one's biological sex. They are expected to use restrooms, locker rooms, and changing facilities conforming to one's biological sex. Students and staff are to abstain from all intimate sexual contact outside the marital union of one man and one woman.

Students and staff are expected to avoid cheating, stealing, and plagiarizing the work of others. They are to respect the authority of teachers, administrators, and other staff members. Students will consider the lives of their classmates to be valuable and worthy of their respect (Philippians 2:3). The staff will consider students, parents, and colleagues to be worthy of their respect. They are also expected to respect school property and take good care of the facilities and equipment that they are provided (1 Peter 2:17).

The failure to comply with the expected standards of conduct will subject the student to disciplinary action up to expulsion, and the staff member disciplinary action up to termination. Others are subject to banishment from the campus.

THE CHRISTIAN ROLE MODEL

I agree to manifest by daily example the highest Christian virtue serving as a **Christian role model** (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of alcoholic beverages, tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18).

I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my teaching position of ministering to children. I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3)