

## JOB DESCRIPTION

Job Title: TEACHER

Department: Academic

Reporting Relationship: Directly to Principal

Location of Job: Assigned Classroom

Work Schedule: Class Days 7:45 am – 4:00 pm

Salary: This includes housing, utilities, laundry facility & meals (when cafeteria is open) plus a monetary salary determined by certification and education.

Qualifications: Bachelor of Education

### Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk
- Be part of the mission: *to educate and disciple students for Christ*
- Follow the vision: bringing students in by what they want, and sending them out with what they need
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17)
- Attend all in service training sessions, workshops, ACSI Teacher's Conventions, teachers meetings scheduled, etc.
- Provide academic and spiritual leadership to students.
- Prepare lesson plans in advance, in accordance with the Teacher's Handbook and curriculum guidelines, striving for completion of each area of study each year.
- Prepare and maintain classroom for optimal and enjoyable teaching/learning experience.
- Teach each class completely following the designated Native American Christian Academy curriculum, providing tutorial assistance as directed.
- Follow Teacher Handbook, utilizing Assertive Discipline appropriately, supporting and implementing all specific regulations and instructions listed, including additional guidelines issued.
- Manage classroom behavior, giving appropriate consequences firmly and fairly, thereby reducing further misbehavior.
- Maintain accurate student records, grading assignments/tests timely. Notify the administrator of continued failure by any student.
- Delegate classroom chores fairly, thereby teaching hygiene and keeping clean classrooms.
- Perform other duties and assignments as required.