



STAFF PERSONNEL POSITION DESCRIPTION

Position: Secondary English Teacher
Employment Schedule: 10 month
Evaluation: Annual
Reports to: Secondary Principal
Supervises: Students, Student Teacher Aids, Volunteers
Compensation: Salary

Position Purpose:

Plan, organize and implement the assigned instructional program while cultivating a learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential. This work is performed under the supervision of the principal.

Essential Duties and Responsibilities:

- Demonstrate in attitude, speech and actions a consistent daily walk with Jesus Christ.
- Show by example the importance of the study of Scripture, prayer, witnessing, and unity in Christian fellowship.
- Follow the Matthew 18 and Galatians 1 principles in dealing with students, parents, staff, and administration.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality (Gal. 5:22-23).
- Practice confidentiality with student and staff information
- Challenge students to accept God's gift of salvation and grow in their faith.
- Provide input and recommendations for administrative and managerial functions in the school.
- Perform any other duties, which may be assigned by the administration. Keep students, parents, and the administration adequately informed of progress or deficiencies, and give timely and sufficient notice of failure.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
- Be familiar with and align the classroom curriculum to the Indiana state standards for each unit.
- 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.
- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning
- Employ a variety of instructional aides, methods, and materials that will provide creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Use relevant technology to support and differentiate instruction.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep proper discipline in the classroom and on the school premises for a safe and positive learning environment by establishing and enforcing rules and procedures.
- Prepare adequate information and materials for a substitute teacher and keep an up-to-date sub folder.
- Supervise extra-curricular activities, organizations, and outings as assigned.

- Utilize educational opportunities and evaluation processes for professional growth.
- Attend and participate in scheduled devotional, in-service, committee, faculty, and school-wide meetings and events including Harvest Night, Back-To-School Night, PT Conferences, Prospective Family Nights, and Senior Graduation.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy- see Teachers Handbook.
- Represent the school in a favorable and professional manner to the constituency and general public.
- Be faithful in church attendance, active in ministry opportunities, and regular in giving thereby supporting the ministry of the local church.
- Inform the administration if unable to fulfill any duty assigned.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

Position Qualifications:

- Bachelor's Degree in Education Related Field
- Valid Indiana teaching license with middle or high school level certification (Grades 6-8 or 9-12).
- ACSI Certification preferred
- 3+ Yrs. Secondary Teaching Experience preferred
- AP certification or willingness to obtain certification. preferred
- An ability to develop positive relationships with students, teachers, staff, and families

Physical Demands:

- Must be able to stand, walk, and move around the classroom for extended periods
- Must be able to hear and speak clearly to instruct and communicate with students
- Must be able to lift and carry classroom materials as needed
- Must be able to sit and/or stand for long periods of time
- Must be able to stoop, kneel or crouch
- Must be able to lift items of 20 lbs. regularly/50 lbs. occasionally