



JOB DESCRIPTION

Position Title Legacy Teacher	Incumbent(s)
Department Academics: K-4/5-8/9-12	Reports to (Title) Principal
Position Overview Provide students with personalized, effective, and dynamic classroom instruction customized to each student's particular academic needs, interests, learning preferences, and spiritual development. Cultivate confident Christian leaders through spiritual, intellectual, physical, and emotional growth that assists students in discovering their unique God-glorifying purpose, recognizing their potential, developing their Christ-like character and expanding their intellect.	
Key Responsibilities Spiritual Commitment and Growth <ul style="list-style-type: none"> • Commits to personally studying God's Word fervently. • Displays application of biblical truths. • Maintains a commitment to the school's Statement of Faith. • Demonstrates a living, growing faith in Jesus Christ and a spiritual role model for students. • Models the fruits of the Spirit in interactions with others. • Filters instruction through a biblical worldview and integrates faith and learning. Planning and Preparation <ul style="list-style-type: none"> • Establishes clear objectives for all lessons, units, and projects and communicates to students. • Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate that promote physical, mental and social development. • Prepares lessons that reflect accommodation for individual student differences. • Plans and supervises class projects, field trips, guest speakers or other experiential activities and guides students in learning from such activities. Classroom Environment <ul style="list-style-type: none"> • Maintains a disciplined learning environment within the classroom, which is built out of respect that is conducive to learning and appropriate to the physical, intellectual, social and emotional development of students. • Assists in the selection of books, equipment and other instructional materials and conducts annual inventory. • Manages student behavior in the classroom and administers discipline according to school policies and regulations. • Plans and supervises purposeful assignments for substitutes, paraprofessionals, and/or volunteers. 	



- Instructs and monitors students in the use and care of equipment and materials in order to prevent injury and damage.

Instruction

- Integrates biblical principles and Christian philosophy of education throughout the curriculum.
- Presents subject matter according to guidelines established by administrative regulations, Board policies and state/national standards.
- Instructs through a variety of instructional methods such as inquiry, lecture, projects, discussions, demonstrations, discovery, etc. in one or more subjects as assigned.
- Sets clear expectations and directions for student engagement in the learning process.
- Uses technology to enhance student learning and achievement.
- Conducts assessment of student learning styles through formal and informal testing using results for instructional activities.
- Assists students in analyzing and improving methods and habits of study.
- Prepares and implements remedial programs for students requiring additional help.

Professional Responsibilities

- Maintains a team player attitude and willingly collaborates in planning and implementing instructional goals, objectives, and methods in alignment with school and state standards.
- Establishes and maintains open lines of communication with students, parents, colleagues, and community members.
- Meets with parents and guardians to discuss their children's progress and to determine their priorities for their children and resource needs.
- Prepares grade reports, progress reports, student improvement reports and others in accordance with school policy.
- Attends staff meetings and serves on committees as requested.
- Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Performs administrative duties such as bus/car duty, hall and lunch monitoring, and other areas as needed and requested.
- Sponsors extracurricular activities such as clubs, student organizations, and/or academic contests.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit and takes problems to appropriate supervisor as necessary.

Education/Experience

- Bachelor's degree of related subject from accredited college/university
- Experience is preferred
- Master's degree is preferred

Licensing/Certification

- Valid teaching license



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- Appropriate licensure in subject area(s).

Functional/Technical

- Proficient in required technology including but not limited to classroom management software (PowerSchool, Moodle), Google Docs, PowerPoint, Word, Excel, and internet

Interpersonal Effectiveness

- Strong positive verbal and written communication skills
- Professional, approachable, friendly
- Respectful of others
- High level of integrity
- Efficient and well organized
- Ability to handle difficult situations with tact and diplomacy
- Patient and calm demeanor under pressure

Working Conditions and Physical Requirements

- Indoor and outdoor environment
- Hearing and speaking to exchange information
- Seeing to read and verify accuracy of information
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate computer and other equipment
- Ability to navigate up to three flights of stairs
- Lifting a minimum of 20 pounds

This job description lists the major duties and requirements of the position and is not all-inclusive. Colleagues may be expected to perform job-related duties other than those contained in this document.