

# The Frankfort Christian Academy

1349 A US Highway 421 South – Frankfort, Kentucky 40601

Effective May 1, 2016

## Elementary Teacher (Transitional K-5<sup>th</sup> grade) - Job Description

### General Description

**Job summary:** Elementary teachers are responsible for guiding, teaching, leading students spiritually, academically, and physically as they grow foundationally in grades kindergarten through five.

**Responsible to:** Principal

**Regular Hours:** 7:30-3:30 Weekdays; Weekly faculty meetings

**Supervises:** students

**Compensation:** Teacher Salary Scale

**Evaluated:** An annual written evaluation is provided by the Principal.

### Requirements

- Acknowledge Christ as Savior and seek to live a life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by prayer, Bible study, and outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Presents a courteous, helpful, friendly demeanor at all times, and is professionally attired.
- Has been called to the ministry of Christian School education.
- Affirms that the gift of service (Romans 12:7) is active in her life and the priority in her service to TFCA.
- Is loyal, flexible, teachable, enthusiastic, and organized.
- Bachelor's degree in education; PREFERRED – Master's Degree and/or Certification in Education

### Essential Job Functions

- Fulfills the mission statement – TFCA partners with parents to equip students with biblical truth to exemplify Christ through academics, relationships and service.
- Provides individual, corporate and small group instruction for students.
- Confers with the principal on the needs of the instructional program.
- Prepare weekly lesson plans that are turned in to administration each week
- Prepares unit plans for all curriculum taught to be included in school-wide curriculum documents
- Assists in the establishment and development of all subjects in the school-wide curriculum.
- Grades all student work in a timely manner and gives appropriate, constructive feedback
- Enters grades on a weekly basis

- Provide regular communication to parents regarding student progress, behavior and measures of classroom performance as well as field trips, class events and school-wide activities
- Provide high quality instruction that meets and exceeds required standards
- Organize field trips that enhance and extend curriculum for students, including all necessary paperwork, including field trip driver forms, insurance documentation, background checks, money collection and permission slips
- Attend and participate in weekly faculty meetings
- Attend content specific trainings and conferences to further hone literacy, math and other content related skills
- Maintain ACSI certification
- Organize and maintain a thorough substitute teacher folder that includes plans, seating charts, schedules, student information, emergency drill plans, and other pertinent information
- Oversee progress monitoring and yearly assessments and follow necessary protocols for administration of tests
- Organize parent/teacher conferences as needed; at least one per student per year
- All other duties as assigned.

#### **Additional Duties or Responsibilities**

- Know the procedures for dealing with emergency situations in the classroom and school. Participate in required emergency safety drills in coordination with school leadership.
- Serve on faculty and other school committees and shall participate, as required by the Principal.
- Participates in open houses, staff orientations, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Attend yearly commencement ceremony for high school
- Serve at advancement functions/events: Fall Auction, 5K, dinners/banquets and other events that TFCA hosts
- Morning drop-off and afternoon dismissal duties on rotation
- Attend and support students in school related performances and sporting events
- Homeroom duties – attendance, lunch orders, permission slips, money collection, etc.
- Sponsor clubs for elementary and/or older students including academic teams
- Organize and help with ACSI student activity events

#### **Compensation**

- The school will provide professional support for an effective ministry.
- The school will provide the agreed on salary and benefits.