



Job Title: Teacher

Wage/Hours Status: Contractual

Reports to: Principal

Compensation: Contractual

Location: 3300 West I-20 Frontage Road
Arlington, TX 76017

Date Revised: 04/01/2021

Primary Purpose:

Provide students with appropriate learning activities and experiences in the academic subject area assigned to help them fulfill their potential for spiritual, intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

Student teaching or approved internship

Physically able to monitor student discipline and progress and meet other student needs as required

Physically able to move about the room to perform formative assessments and adequately facilitate small and large group instruction

Education:

- Bachelor's Degree or higher (preferably in content related to teaching assignment or Education)
- Preferably 18 or more hours of college level mathematics

Special Knowledge/Skills:

- Christian leader
- Knowledge of subjects assigned
- General knowledge of instructional strategies aligned to best results in student achievement
- Ability to instruct students and manage their behavior
- Strong leadership, communication, and relational skills
- Excellent organizational and interpersonal skills
- Ability to discern academic progress, gaps, strengths, and weaknesses

Major Responsibilities and Duties:

The responsibilities and duties below are representative of daily/annual scope of this job:

Spiritual Leader:

- Abide and promote Grace Preparatory Academy's doctrine of spiritual beliefs.
- Provide sound spiritual guidance from a Biblical worldview perspective.
- Provide spiritual guidance from an academic planning perspective as needed.

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of the school's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students' assigned and present subject matter.
- Align curriculum, instruction and/or presentation with Biblical perspective.

Student Growth and Development

- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for approved extracurricular activities or outside activities for which you are the sponsor.
- Be a positive role model for students; support mission of school.

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the spiritual, physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Utilize student information management system to communicate student progress as assigned by the school.

Parental Support:

- Consult parents, teachers, administrators, and all stakeholders to enhance work with students.
- Use an effective referral process to help students and others utilize special programs and services.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.

Professional:

- Comply with all campus routines and regulations.
- Regular and reliable attendance is an essential job function
- Maintain a positive and effective relationship with supervisors.
- Communicate effectively with colleagues, students, and parents.
- Model behavior that is professional, ethical, and responsible.
- Participate in professional development to improve skills related to job assignment.
- Other duties as assigned.

NOTE: The foregoing statements describe the general purpose, qualifications, and responsibilities assigned to this job but are not an exhaustive list of all responsibilities, duties, or skills that may be required.