



Job Title: Teacher

Wage/Hours Status: Contractual

Reports to: Academic Admin

Compensation: Contractual

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

Date Revised: 07/23/2024

Position Available: High School Social Studies Teacher

Primary Purpose:

Provide students with appropriate learning activities and experiences in the academic subject area listed above 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:

- Teaching experience in the subject matter or appropriate professional experience
- Able to monitor student discipline and progress and meet other student needs as required
- Able 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)

Special Knowledge/Skills:

- Christian leader
- Knowledge of subjects assigned
- Ability to interact and communicate with parents
- 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 the daily/annual scope of this job:

Spiritual Leader:

- Abide by 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.
- Participate in a local body of believers and pursue continued personal spiritual growth.

Instructional Strategies:

- Develop and implement lesson plans that fulfill the school's curriculum program requirements 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 an understanding of the learning styles and needs of students in their assigned and present subject matter.
- Align curriculum, instruction, and/or presentation with Biblical perspective.

Student Growth and Development

- Conduct ongoing assessments 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 the mission of the school.

Classroom Management and Organization

- Create an environment conducive to learning and appropriate for students' spiritual, physical, social, and emotional development.
- Manage student behavior in accordance with the 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 required reports, records, and other documents.

Communication

- Be available on satellite campus days (TuTh) to answer questions and provide assistance to students and parents as they complete school assignments.
- 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 the school assigns.

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 assignments.
- 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.