



# North Fork Christian Academy

## Job Description: Academy Teacher

### Overview

North Fork Christian Academy (NFCA) exists as an extension of the ministry of First Baptist Church of Hotchkiss (FBCH) for the furtherance of the gospel and the spiritual, educational, and social development of students. The Academy teacher must maintain regular attendance at FBCH, subscribe to the FBCH Statement of Faith, and exude in all areas of life the gospel of Christ and Christian principles of conduct and morality set forth by the Bible. Furthermore, the Academy teacher is expected to assist FBCH with the Academy's mission by meeting and performing the following requirements.

### Duties

*In faithful living the teacher must:*

- Be committed to obeying Christ, our Redeemer.
- Live in the grace of the Gospel.
- Model biblical principles in making choices.
- Be conscientious and responsible to the Word of God.

*In the classroom the teacher must:*

- Be present at the Academy fifteen minutes before each academy school day.
- Exemplify interest and wonder in all learning.
- Monitor and plan Abeka video and learning progress of all Academy students.
- Grade students' homework, quizzes, tests, and other assignments and provide progress reports as required.
- Plan extracurricular activities that help students see the wholeness and relevance of learning.
- Tutor struggling students during study hour(s).
- Keep parents and the Academy administrator informed of deficiencies and give required notice of failure.
- Maintain a neat, organized, and calm classroom environment conducive to learning.

*In student relations the teacher must:*

- Establish a climate of love and care.
- Define responsible Christian behavior for students, including the guidelines of NFCA Handbook and consequences for good and bad behavior in the classroom.
- Help students learn character through appropriate encouragement and correction.

*In professional growth the teacher must:*

- Take responsibility for all tasks related to the classroom and parent communication.
- Keep current in scholarship on teaching and the purpose of Christian education.
- Work constructively with colleagues and administration.

*In community relations the teacher must:*

- Celebrate Christian education in the broader community.
- Participate actively in the community, especially the church community.
- Model love for Christ and students beyond the school day and campus.
- Avoid gossip, backbiting, cliques, and other attitudes detrimental to FBCH and NFCA.

## **Qualifications**

### *Spiritual Character*

- Must have a testimony of salvation by the grace of God through faith in Jesus Christ.
- Must have a commitment of faithfulness to FBCH.
- Must have a testimony of godly living by the grace of the Gospel.

### *Education*

- An undergraduate degree in education from a Christian university or specific skills in education with any undergraduate degree from a Christian university.
- Should carry an overall 3.0 GPA.

### *Skills*

- Must have the gift of teaching.
- Must possess a team player mentality with all staff.
- Must be a learner.
- Must be organized, confidential, loyal, diligent, and enthusiastic.
- \*Should have two years of education experience.

\*Sunday School oversight, teaching internships, camp ministry, mission trips, or other work related to children may be included in education experience.

## **Accountability & Work Relationship**

The Academy teacher is accountable to the Academy administrator and must be evaluated every year in May. If it is determined by the administrator that the teacher is not fulfilling his or her responsibilities, the teacher must be encouraged to fulfill his or her responsibilities with a re-evaluation to follow in December. If in December it is determined by the administrator that the teacher is still failing in his or her responsibilities, she or he may be terminated as an employee.

The Academy teacher must maintain a humble spirit and professional conduct with all Academy and Church staff. Every staff member should be treated with respect as the equal creation of God. Every grievance must be handled quickly and correctly according to Matthew 18.

Any verified immoral or illegal allocation against the Academy teacher by credible evidence as determined by the Academy administrator and the board of NFCA will require the immediate termination of the Academy teacher by the Academy administrator.

All Academy employees are directly responsible to the administrator, who answers to the FBCH senior pastor. The senior pastor delegates authority for the day-to-day operations to the administrator. However, since the senior pastor is ultimately responsible for the operation of the Academy, each employee understands that from time-to-time the senior pastor may come to them directly, in order to give comment or instruction. There should not be any concern about loyalty or chain-of-command in these situations. Employees should acknowledge the instruction, follow through until completion, or provide feedback containing helpful information to the senior pastor or administrator should instructions from each seem to conflict. Although rare, should a situation arise where an employee feels unable to address a concern to the administrator or when a concern has not been resolved, the employee may take it directly to the senior pastor. The senior pastor may work with the employee to resolve the concern or may refer it back to the administrator.