

# Christ Presbyterian Academy Job Description

## Classroom Instructor

**POSITION PURPOSE:** Help students come to know God by evaluating all knowledge and life by His truth through the avenue of classroom instruction

**DIRECT REPORT:** Head of School

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### **POSITION OUTCOMES/EXPECTATIONS:**

#### **I. Professionalism:**

- Exemplifies a positive attitude, spirit of collaboration in professional learning communities (PLCs), and is an engaged community member always seeking to promote the mission, vision and values of the academy.
- Demonstrates professional demeanor, maintains appropriate boundaries, and performs all faculty-related duties with enthusiasm and diligence.
- Behaves in a professional manner at all times with colleagues, students, and parents. This extends to all written, oral and online communication.
- Ideally serves school in some capacity in addition to teaching (i.e. coaching, club sponsor, teacher leader, student discipleship, service or outreach leadership)
- Shares responsibility for grade-level and school-wide activities and takes part in after-school activities
- Develops a network of professional colleagues outside of CPA in content area

#### **II. Planning and Organization:**

- Starts lesson planning with the 4 essential questions:
  1. What do I want students to know?
  2. How do I know if they know it?
  3. What am I going to do if they don't know it?
  4. What am I going to do if they already know it?
- Structures lessons to ensure authentic and meaningful learning experiences for all students with different learning styles and incorporating differentiated instruction
- Designs, plans and keeps updated units of instruction using Atlas so students will meet aligned course standards
- Assesses students using highly effective diagnostic, summative, and formative assessments
- Collaborates regularly with the Learning Services department regarding students with specific learning needs
- Organizes classroom space, materials, and technology to support unit and lesson goals and create an environment that is conducive to active and participatory learning.
- Cooperates with all in-school systems of organization (i.e. use of test calendar, G Suite, Atlas, announcements, attendance, etc.)

#### **III. Classroom Management and Instruction**

- Integrates the Christian worldview in all areas of instruction that is in alignment with the PCA and Christ Presbyterian Church

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- Incorporates innovative and learner-appropriate uses of technology to engage students and improve learning
- Clearly communicates and consistently enforces high standards for student behavior
- Is fair and respectful toward students and builds positive relationships
- Teaches and reinforces classroom routines that serve to maximize the learning environment
- Maximizes academic learning time through coherence, lesson momentum, and smooth transitions
- Consistently enforces school rules and policy, using appropriate behavioral systems, honor training, and demerit system (at applicable grade levels) effectively.
- Maintains behavioral control of students in the classroom in a way that promotes optimal learning.
- Communicates clear learning expectations to students using essential questions and lesson goals
- Activates students' prior knowledge and hooks their interest in each lesson
- Orchestrates effective strategies, materials, and classroom groupings to foster optimal student learning
- Collects and analyzes instructional data and adjusts to improve student learning
- Utilizes instructional time well

#### **IV. Monitoring, Assessment, and Follow-Up**

- Communicates clear criteria for proficiency, including rubrics and clear examples of exemplary work
  - Frequently checks for understanding and gives students helpful feedback
  - Creates and implements multiple forms of assessments that are aligned to unit standards
  - Uses data from interim assessments to adjust teaching, re-teach, and follow up with struggling students
  - Takes responsibility for students who are not succeeding and gives extra help while utilizing intervention measures and partnering with Learning Services when applicable
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### **QUALIFICATIONS AND REQUIREMENTS:**

#### **I. Education, Certifications, and Experience:**

- Bachelor's Degree or higher (master's degree preferred)
- Teaching experience highly valued
- A willingness to share Christian testimony and instruct others in the faith

#### **II. Technical Competencies and Skills**

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works effectively as part of a team
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CPA computer applications

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### III. Requirements

- All employees must commit to performing his/her duties in accordance with the stated mission and purpose of the school, CPA 101, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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### SIGNATURES AND APPROVALS

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Employee Signature	Date
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Administrator Signature	Date

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